

Mirae Asset Global Investments (HK) Limited

Job Description of – Marketing Officer

Main duties

1. Contribute to marketing activities
2. Assist with regular marketing and sales support commitments
3. Back up other team members

The details are as under.

1. Marketing

- a. Assist production of RFP (Request for Proposal) and due diligence questionnaires
- b. Assist production of RFP Database
- c. Assist production of reports and presentations, including fund proposals, monthly commentaries, fund factsheets and portfolio disclosure
- d. Assist to enquiries from overseas offices in regards to MAGI HK's products
- e. Assist with preparations for on-site due diligence meetings and overseas client meetings
- f. Assist with dissemination of data to databases, fund rating agencies and investment consultants

2. Client Servicing

- a. Assist with regular and ad hoc client servicing activities for main external distributors in Europe, Asia and Latin America
- b. Assist with onboarding & sales implementation matters, such as contracts handling, account openings, KYC/AML, product set-up, service providers onboarding for all new clients, advisory accounts and separately managed accounts.

Requirement:

Korean is a plus

Application:

Interested parties should apply by sending their CV and cover letter to Maggie.kwok@miraeasset.com or gilbert.kwong@miraeasset.com as soon as possible.