

Crédit Agricole Corporate And Investment Bank

Crédit Agricole CIB is the Corporate and Investment Banking arm of the Crédit Agricole Group, the world's n°11 bank measured by Tier One Capital (The Banker, July 2016). The Bank offers its clients a comprehensive range of products and services in capital markets, investment banking, structured finance and corporate banking, structured around six major divisions:

- Client Coverage & International Network
- International Trade & Transaction Banking
- Global Investment Banking
- Structured Finance
- Global Markets
- Debt Optimisation & Distribution

The Bank provides support to clients in large international markets through its network with a presence in major countries in Europe, America, Asia Pacific and Middle East and North Africa.

For more information, please visit its website at www.ca-cib.com

In the frame of our strategic plan in Asia, Hong Kong branch is now due to grow considerably to sustain Crédit Agricole CIB development. We are now seeking dedicated and motivated candidates to fill the following position.

Global Markets Sales Trainee (One Year Contract)

Summary

The successful candidate will join one of our Global Markets sales teams engaged in FX and Interest Rate products. Successful candidate will work closely with senior salespeople to support the daily activities of servicing clients and marketing new products.

Key Responsibilities

- Work with research team on day-to-day basis to provide market information and forecasts to clients.
- Provide support to senior Sales in preparation of marketing materials, trade execution, and post-trade follow up;
- Coordinate various tasks which are involved in transaction executive or facilitation of business (Middle Office, Operations, Legal, Compliance, credit support, valuation, client service).
- Get acquainted with global capital markets, financial instruments & various structures promoted by the Bank;
- Learn how to utilize specialized software to perform daily routines, including spreadsheet-based modelling.
- Support the team to prepare marketing materials and publications

Requirements

- Master/ Bachelor degree holders, with strong academic background in Accounting, Business, Finance, Economics, Mathematics, Statistics, Financial Engineering, Science or Engineering with less than 12 months' full time experience
- Strong analytical skills and quantitative skills, prior experience in global financial markets products will be an advantage
- Strong communication and problem solving skills with ability to provide analysis and solutions
- Self-motivated and detail minded with a strong sense of commitment and responsibility
- Proficiency in Microsoft Excel, Word, PowerPoint and other PC applications
- Responsible, self initiative, positive attitude, attentive to details & hardworking
- Fluent in English, Cantonese & Mandarin; knowledge of an Asian language is an advantage
- Graduating Class in December 2017 will also be considered

Application Method

For Interested candidates, please apply on our [Career Website](#). A rewarding package will be offered to successful candidate. We also provide you with medical, life insurance benefits and provident fund scheme.

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Trainee, GMD Onboarding (One Year Contract)

Summary

- Member of a Global team with physical presence in London, Paris, New York and Hong Kong. Core Mission is; 'To provide a comprehensive Regulatory Onboarding solution to the Global Markets Division, balancing commercial goals, with robust operational integrity'.

Key Responsibilities

The Trainee will assist the core Team responsibilities across;

Onboarding

- **Provision of Regulatory Onboarding solution, focused on business-as usual, pre-trade elements, across:** Dodd Frank, EMIR, FATCA/AEOI, KYC, and Prime Brokerage

Operational Integrity

- **Ensuring service delivery is balanced with robust operational integrity, managing core Onboarding related 'life-cycle' issues, including;**
 - Periodic KYC Review,
 - Delivery of associated regulatory remediation topics,
 - Managing all necessary portfolio and Relationship Management controls,
 - Implementation of Filiere Tiers/FS-driven initiatives,
 - Rolling programme of wider continuous improvement initiatives, to enhance efficiency and integrity

Onboarding Knowledge

- **Ensuring effective delivery of GMD's Onboarding obligations, as well as developing extensive practical and market knowledge;**
 - Maximising adoption of Onboarding 'best-practices' through constant interaction with clients, peers and industry bodies,
 - Establishing and maintaining strong knowledge of regional Onboarding practices and regulatory requirements,
 - Representation in all relevant regulatory adherence meetings and committees

Project Management

- **Assist with delivery of a variety of projects related to both execution and continuous improvement of the Regulatory Onboarding service offering.**

Requirements

- Bachelor graduates preferably in Business Administration, Finance, Accounting or related disciplines with less than 12 months' full-time experiences
- Internship experiences in Compliance or Banking preferred but not required;
- Good knowledge of Capital Markets products
- Possess excellent communication skills and interpersonal skills to coordinate effectively with other Senior Managers, Sales and Trading desks and support functions

- Strong “fact-finding” skills
- Ability to meet deadlines, both external and internal
- Good team-player, highly motivated
- Attention to detail, good judgement, strong Initiative and creative
- Hardworking and strong problem solving skills with ability to provide solutions
- Proficiency in Microsoft Excel, Word, PowerPoint and other PC applications
- Fluent in English and Chinese (Cantonese / Mandarin)

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Trainee, Business Management – Global Markets Division (One Year Contract)

Summary

The candidate will join the Hong Kong Regional Chief Operating Officer (COO) Office for the Global Markets Division.

Key Responsibilities

- Assist COO Team in daily operations
- Carry out statistical studies, business presentation, commercial and trading activity reporting, project management support
- Review and enhance the various reports produced for or by the Region in connection with our trading & sales activities, including Rates, Credit and FX

Requirements

- Master/ Bachelor degree holders, with strong academic background in Quantitative Social Science, Economics or Business, with less than 12 months' full time experience
- **Graduating Class in December 2017 will also be considered**
- Strong analytical skills and quantitative skills, prior experience with global financial markets products will be an advantage
- Strong communication and people skills to interact with colleagues and clients; and innovative problem solving skills with ability to provide analysis and solutions
- Self-motivated and detail minded with a strong sense of commitment and responsibility
- Proficiency in Microsoft Excel, Word, PowerPoint and other PC applications
- Responsible, self initiative, positive attitude, attentive to details & hardworking
- Fluent in both written and spoken English and Mandarin, knowledge of Cantonese is a plus
- Expected start date will be February 2018

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Trainee, KYC (One Year Contract)

Summary

Credit Agricole Corporate and Investment Bank, Hong Kong Branch requires a suitable staff in our International Trade & Transaction Banking ("ITB") – Middle Office – KYC Team who will be responsible for assisting Relationship Managers and Product Lines (together "RMs") in performing Know Your Customer ("KYC") due diligence checking on customers and (where required) for performing data manager and controller roles for KYC files of Hong Kong Branch (where required).

Key Responsibilities

- 1) As a KYC maker assisting RMs in performing KYC functions (creation, new booking, upgrade, periodic review and modification).
- 2) As a KYC controller responsible for validating creation, new booking, upgrade and modification workflows in Hong Kong Location; and

The key responsibilities include:

- To gather KYC documentation from internal and public information sources (as KYC maker)
- To prepare draft e-mails to customers to assist RMs in collecting KYC documents (as KYC maker)
- To assist RMs in preparing draft WRM memos with non-compliance risks, risk analysis and risk mitigating strategies (as KYC maker)
- To provide suggestions and solutions to FO for alternative documents which can fulfill the KYC requirements
- To analyse the AML & CTF risk of FS triggers such as PEP, adverse information, business exposure in Tier 3/4 & sanctioned countries and under-watch activities and (as KYC controller) escalate the issues to HK Financial Security for approval
- To analyse KYC documentation and database input, check compliance and update / (as KYC controller) validate global KYC database (KIWIS)
- To coordinate with RMs, Financial Security, GRM HO, GRM Singapore and other internal departments on completion, control and/or validation of KYC (as the case may be)
- To liaise with internal departments, (Global Referential Management) GRM HO and GRM Singapore on interpretation and implementation of KYC rules, guidelines, procedures, systems & project handling
- To update KYC status reports and related databases

Requirements

- Bachelor graduates preferably in Business Administration, Finance, Accounting or related disciplines with less than 12 months' full-time experiences
- Good analytical skills, meticulous and interest in documentation review
- Good interpersonal skills, willing-to-learn attitude and hard working
- Good communication skills both in English and Cantonese, proficiency in Mandarin is preferred
- Good computer skills in Excel, MS words and Adobe
- Good initiative and independence
- Good organization skills
- Able to work under pressure

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