

About Crédit Agricole Corporate and Investment Bank (Crédit Agricole CIB)

Crédit Agricole CIB is the Corporate and Investment Banking arm of the Crédit Agricole Group, the world's n°13 bank measured by Tier One Capital (The Banker, July 2018). The Bank offers its clients a comprehensive range of products and services structured around six major divisions:

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

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 the Middle East.

For more information, please visit the 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.

Trainee, Capital Markets Operations (One Year Contract)

This trainee position provides you opportunity to gain operations experience in the Capital Markets Department which is responsible for all the operational support functions (Middle and Back Office) supporting market activities. You will develop various skills: knowledge of financial products and financial market environment.

Key Responsibilities

- Assist in the day-to-day support of the capital market Back Office activities with focus on accuracy and completeness
- Conduct study, investigation or other ad-hoc assignments as directed by the team head
- Engages in direct contact with internal or external clients to ensure quality and timely services in trade support / processing and inquiries are provided.
- Handle daily reporting for internal control
- Work with senior staff to update/establish working procedures
- Inform team leader of unusual booking and settlement matters when identified.

Requirements

- Recent university graduates with less than 12 months of working experience
- Understanding of financial markets fundamentals
- Knowledge of financial products
- Good judgment, alertness and common sense
- Good analytical, organizational and interpersonal skill
- Comfortable with multi-tasking and able to work under pressure
- Able to work independently with minimal supervision
- Fluent in English
- Solid computer skills, with a good knowledge of Microsoft Office Application
- Willing to work on holidays or overtime while overseas or international markets are open
- Perfectly at ease in a multi-cultural environment

Application Method

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Trainee, Global Markets Research (One Year Contract)

Summary

Provide support to the Hong Kong GMD Research team. Macro-strategist assisting in macro, rates and FX fundamental calls for selected markets in Asia ex. Japan.

Key Responsibilities

Provides support to the Hong Kong GMD Research team, in particular as relates to:

- Production and distribution of team publications.
- Participating in regular Research reports (including periodical publications).
- Setting Asia ex. Japan forecasts.
- Marketing the Asia ex. Japan view with clients – in particular, the associate will play a role in Asia marketing (roadshows, group seminars, one-to-one meetings aimed at explaining Credit Agricole CIB research view on Asia ex. Japan).
- Supporting sales/traders with expertise on the above.
- Interacting intensively with the desk and the rest of the Research team.
- Other supportive functions to the Hong Kong team as needed.

Requirements

- Bachelor / Master degree in Economics with less than 12 months' full-time experiences
- Good knowledge of Asia ex-Japan economies, FX and rates markets
- Internship experiences on a sell-side Research desk with involvement of covering EM Asian economies and markets is preferred but not required
- Good communication and presentation skills and a strong appetite for client contact
- Ability to write in fluent and accurate English in accordance with tight deadlines
- Strong team player
- Fluency in written and spoken English, Mandarin is a plus
- Skills in modelling/econometrics is a plus.

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Syndicate Trainee (One Year Contract)

Summary

Responsible for supporting the execution of new issue bond transactions (public benchmark and private placements) and hedging transactions if required within authorised trading limits on the Flow Trading Primary desk / PMEM, i.e. the risk parameters and designated currency and product limits. In order to maximise revenues within pre-established limits and objectives.

Trades are predominantly in USD, Euro and CNY but could be denominated in any authorised currencies if necessary. In addition the Syndicate manager will be expected to trade our other books in support if required. Products will include all types of bonds.

Liaising with the CACIB sales, DCM and Coverage network to provide CACIB global customer base with a superior service and expertise for pricing, risk manage and placement strategy of Asian benchmark transactions

Within the parameters of the overall business strategy of CA-CIB and other agreed policies, the candidate is empowered to implement the strategy and business plans within the business line, as decided by the Global co-Head of MTNs & Private Placements and Head of Asian Syndicate

Key Responsibilities

- Assist the business activity of the Flow Trading Primary desk / PMEM
- Support the pricing and execution of new issues transactions (public benchmark and private placement) in accordance with established risk management procedures and risk parameters, and ensure best service to our issuers and investor base
- Assist in liaising with the CACIB Sales and DCM Network, to provide the whole customer base with expertise for originating, distributing, pricing, and risk management solutions
- Be aware of all economic and financial data likely to affect the market and keep updated on market changes.
- Develop the flow activity (short dated, CDs, CPs, ...)
- Keep abreast of the markets by reading the financial press and available economic research.
- Input all executed trades directly into the Front Office Systems in a timely manner and look after the good running of the day to day operations of the desk
- Produce daily & weekly newsletters as well as required reporting and analytics
- Assist in booking of transactions

Requirements

- Master/ Bachelor degree holders in Finance with less than 12 months' full time experience
- Internship Experience in financial products related primary trading with a strong focus on primary market dynamic preferred
- Team oriented, excellent communication skills, ability to remain calm under pressure.
- Knowledge of bond and financial derivatives including secondary market liquidity
- IT and eBusiness literate
- Fluent in English and Mandarin

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Trainee, IT Application (One Year Contract)

Summary of the position:

The purpose of the position is to support Treasury and Money Market related business in term of workflow, systems interface (Risk, Accounting, Back Office) and core trading and risk management system such as Kondor+Asia, BLOFI Asia, Calypso, RTNS, and Reuters Dealing. **This is a graduate position for those who have already completed their degree and ready to start working immediately.**

Key Responsibilities

- Provide daily functional and technical support for front office/back office/related systems, system integrations and users in Asia.
- Assist to implement business requests for Treasury product line
- Coordinate with overseas IT teams for projects and system implementations
- Participates in global system upgrade projects

Requirements

- Bachelor Degree holder in Computer Science or related discipline with less than 12 months' full-time experiences
- Knowledge in UNIX scripting, JAVA, SYBASE and Perl and relevant internship experiences is a plus
- Good trouble shooting skills and be a quick learner
- Proactive, independent and proven ability to work under tight target and pressure
- Knowledge in basic financial products and workflow is a plus.
- Fluency in English; Mandarin/Cantonese is not required but a plus

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Trainee, IT Business Relationship Management (One Year Contract)

Summary

Within Crédit Agricole Corporate & Investment Banking (CA-CIB), you will join the Global Information Technology (GIT) department which is in charge of project rollout, Digital Innovation, across Asian region. GIT aims at optimizing existing process, delivering new Digital technology and supporting the daily IT operations of the bank. GIT contributes to the reduction of operational risk by providing a reliable support on numerous projects to all the departments of the Bank, e.g. coordination of the Information System upgrade, implementation of optimized KPIs and reports.

In the energizing and dynamic atmosphere of Corporate and Investment Banking in Hong Kong, you will assist in the project management on various Asian projects, focusing in the co-ordination and follow up on the project status and communication locally and internationally.

You will have to get familiar with tools and processes we are using internally.

Key Responsibilities

- To co-ordinate the Digital projects related to Capital Market IT.
 - As-is/Gap analysis
 - Formalization of new process and workflow
 - Identify impact on different systems
- Follow up on project rollout and post go-live
- Need to work independently in liaison with internal partners and IT teams (local and overseas)

Requirements

- Degree holder in Economic / Finance / Computer Science or related disciplines
- Good organizational and time management skills
- Problem-solving skills
- A good eye for detail
- Proactive and quick learner, independent and proven ability to work under tight target and pressure
- Good team player with excellent interpersonal skills
- Good command of English

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Trainee, Hong Kong Corporate Sales (One Year Contract)

Summary

The successful candidate will join one of our Hong Kong-based 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, and client service etc).
- 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 in preparing marketing materials

Requirements

- Master/ Bachelor degree holders, with strong academic background in Quantitative Social Science, Economics or Business, 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 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, native in Cantonese, knowledge of Mandarin is a plus

Application Method

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Project Trainee, Organization Department (One Year Contract)

Summary

Within Crédit Agricole Corporate & Investment Banking (CA-CIB), you will join the Organization department which is in charge of deploying transversal projects locally. Organisation directly aims at optimizing existing process and contributes to the reduction of operational risk by providing a reliable support on numerous projects to all the departments and end-users of the Bank, e.g. coordination of the Information System upgrade, implementation of optimized KPIs and reports. Access Right Management, local coordination of information system security also belongs to its duties. Organisation Department directly reports to the Chief Operating Officer of the Branch.

In the energizing and dynamic atmosphere of Corporate and Investment Banking in Hong Kong, you will assist the Head of Organization in the daily duties. You will particularly focus on the **Business Continuity Plan / Access Rights management & Information System Security Controls / Bank Core System Production Support / Test Coordination / Upgrade Management**. This mission covers several CA-CIB branches in Asia for BCP, and all kind of applications.

You will have to get familiar with tools and processes we are using internally.

Key Responsibilities

1. Extend and improve our Regional Cross Business Continuity Plan program:
 - Regional coordination with ORG team in Asia
 - Process review and enhancement, cross set-up analysis
 - Presentation, Minutes, procedures formalization
2. Maintain local BCP solution up and running
 - Local coordination with BCP representatives
 - Process review and enhancement
 - Presentation, Minutes, procedures formalization, documentation update
 - Test report formalization
3. Information System Security and Controls
 - HO ISS roadmap controls
 - Local initiated controls / benchmark and gap analysis
 - Creation of tool to automate and enhance the controls mechanism
4. Coordinate project such as process/organization review
 - As-is / Gap analysis
 - Formalization of new procedure / workflow
 - Identify impact on IT systems
5. Ad hoc analysis and BAU tasks

Requirements

- Bachelor degree holder with less than 12 months of full-time experiences

- Internship experience in project management will be appreciated
- Good team player and able to work under pressure with good attention to details
- Good interpersonal, communication and organizational skills
- Computer proficiency in MS Word, Excel , PowerPoint and VBA
- Excellent command of spoken & written English

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Trainee, Project Finance (One Year Contract)

The identified Trainee will work under the Energy & Infrastructure Group (EIG) in the Structured Finance Asia Department.

Summary

Energy & Infrastructure Group (EIG) Asia is responsible for providing advisory and arranging services to major clients in relation to project and acquisition finance transactions in the three core areas of Power, Oil & Gas and Infrastructure. Our team provides expertise across these three key sectors throughout Asia to internal and external clients.

Key Responsibilities

- Assistance to senior team members in the origination of new business;
- Execution of mandates in the respective business lines in the capacity of financial advisor, arranger, underwriter or other roles (agent, etc.) throughout the Asia-Pacific region
- Financial analysis, research and modelling in the execution of mandates (arranging or advisory)
- Research, marketing and the preparation of proposals or presentations to prospective clients
- Drafting and follow-up of credit applications and annual reviews
- Generally, assistance to the EIG Asia team in all commercial, execution, marketing and reporting / budgeting functions

Requirements

- Bachelor / Master Degree in Business Administration, Finance or relevant discipline with less than 12 months of full-time experiences
- Strong analytical skills and sensitive to numbers
- Ability to deal with multi tasks and multiple deadlines, work within a dynamic and evolving environment, productively manage stress
- Task management skills, initiative, effectiveness, leading to bank profitability and client satisfaction in the execution of mandates
- Strong interpersonal, presentation and influencing skills
- Financial modelling under Excel
- Excellent written and spoken English; fluent Mandarin preferred

Application Method

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