

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°13 bank measured by Tier One Capital (The Banker, July 2017). 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, 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.

Trainee, Coverage (One Year Contract)

Summary

The Client Coverage and International Network (CIN) Department provides corporates and financial institutions with a comprehensive range of products and services tailored to their specific needs and is responsible for the management of client relationships. The identified Trainee will have dual responsibilities in both the front office and support perspectives to gain a wide range of exposure to our business.

Key Responsibilities

Assist Relationship Manager and team head (90%)

- Managing and developing a portfolio of Hong Kong Conglomerates across lending, trade finance, global markets as well as investment banking opportunities.
- Assist in preparation of call report, briefing memos, credit proposals, documentation, pitch book as required;
- Perform profitability analysis on new and existing deals/portfolio;
- Maintain and monitor KYC reviews on timely basis including WRM memos;
- Liaise with operations and product teams to ensure smooth delivery of products and services to clients in the portfolio;
- Research and preparation of reports on various business initiatives as directed by team head from time to time.

Assist Asia head of MNC Multinational clients (10%)

- Elaboration and maintenance of regional marketing documents
- Use and comment on reporting tools

Requirements

- Bachelor / Master degree graduate with accounting and finance background preferred but not mandatory; and with less than 12 months' full time experiences
- Strong report writing skills
- Strong quantitative analysis skills
- Sound judgment and good communication skills
- Strong organization and time management skills
- Open minded attitude and willingness; commitment to learn is a must
- Self-motivated, pro-active, outgoing and strong sense of teamwork
- IT literate: proficient in Microsoft office: Word, Excel and Powerpoint; knowledge in Access is a plus
- Good command of spoken and written English; Cantonese speaker preferred.

Application Method

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Structuring Trainee (One Year Contract)

Position Summary

The cross-asset structuring team is organised regionally with the following mandate:

- Day-to-day pricing services, training and marketing to CIC Sales network of investment products and hedging solutions across asset classes:
 - Rates
 - FX / Precious Metals
 - Credit
 - Equity Derivatives
 - Cross-Assets (formerly known as “hybrids”)
 - “Alternative Solutions” e.g. secured funding, risk transfer solutions, Proprietary Indices...
- Foster cooperation and ensures a smooth execution process between trading and sales
- Design and develop new products, tools, materials responding to clients' needs and sales feedback and coordinate the internal development process (NAP, NAC, CSTC...)
- Local implementation or development of appropriate / tailor made “packaging” and “financing solutions” (EMTN, fund, loan, repack, flexi-loan, liquidity / risk transfer solutions) with a strong transactional motivation in order to optimise CA CIB's clients' objective versus risk, accounting and/or regulatory constraints.
- Coordination of the SFI cross-selling business with CIC Sales force regionally:
 - Definition and roll out of the acceptable risk parameters and best practices for the product line including participation in the structuring and negotiation of the transactions to ensure alignment with the defined risk parameters
 - Credit & Rates main point of contact for Structured Finance and sits in the relevant committee
- Ensure the business is carried out with the highest origination standards from both a compliance and legal standpoint
- Represent the business / be the main point of contacts:
 - Internally to CACIB but external to GMD: Main contact points for external partners within CACIB in the context of Distribute to Originate model (CPM, DOD, DFS, SFI...)
 - Externally to CACIB: to clients, regulators, industry bodies and the wider CA-CIB Group

Key Responsibilities

1. Strategy and Business Planning

- Liaise with the sales force regarding their client's financial requirements or targets, in terms of achieving return on investment, to identify a suitable compliant product that will produce the required results.
- Work in coordination with sales to propose products and solutions (pricing, strategy, pitch, client meetings...) for hedging, liability management and investment purposes.
- Prepare marketing materials for products (existing and new), for review by the customer, CACIB and Lawyers.
- Execute the transactions with Trading according to CACIB pricing policies.

- Ensure “best-in-class” trade execution from pre to post-trade to offer best client service, in continuous accordance with internal and external rules and regulations.
- Work closely with other regional structuring team to ensure efficiency of production and to leverage idea generation.
- Contribute to the development of new products (or adapt to local clients) by answering swiftly to reverse-enquiries, observing the competitor trends, modification of the regulatory environment
- Work on the development of tools (incl. participate to the programming) contributing to the Automation of the internal processes (Pricing / Deal Workflow)
- Maintain awareness of market changes and performance and the impact on products.
- Provide marketing assistance (incl. client visits) to the commercial division. Educate sales on using pricing systems and update them on any changes or new features (including CVA and LVA topics).
- Reporting to management of the pipeline, execution of transactions, counterparty risk exposures, sensitive files
- Maintain awareness of market changes and performance and the impact on products.
- Be involved in ad-hoc projects regarding new product developments and new business initiatives.

Requirements

- Bachelor / Master Degree in a Mathematical subject or Finance related majors with less than 12 months of working experiences
- Internship experiences in financial products for FX preferred
- Flexible, Creative, Innovative, Team Oriented and Analytical
- Mathematically minded with good understanding of product lines
- Ability to articulate complex matters and persuade decision makers; High ethical and professional standards
- Fluent in both written and spoken English and **native speaking in an Asian language (eg. Chinese, Korean, Japanese) would be a plus**

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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
- **Immediately available preferred**

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Trainee, Equity IT Support (One Year Contract)

Summary

The purpose of the position is to support front office system for the Equity business line, provide functional and technical support for the straight through processes between different front office / back office / risk and accounting related systems.

Key Responsibilities

- Contribute actively to the build-out and support of the Equity Investment Solution Pricer and tools (commando developments with XL)
- Apply modern development practices such as clean code, refactoring, unit testing and continuous integration
- Foster proximity and continuous interactions with the trading & IT teams based mainly at Paris
- Help the team provide great support services to F/O users and structurers
- Support software tailored to user needs and pro software for F/O booking (Sophis)

Commando Activity:

- To make first analysis for Paris Commando team and debugging on Excel VBA
- To liaise with overseas IT teams for support and projects and implementations: Paris

Requirements

- Bachelor Degree holder in Computer Science with good financial knowledge
- Less than 12 months' full-time experiences; internship experiences in front office IT support preferred.
- IT Technical experience with developer background
- Good interpersonal skills
- Good analytical skill for trouble shooting
- Good knowledge in Excel Programming, experienced with Wintel and Unix scripting, Java and .Net troubleshooting skills
- Good command of English

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Trainee, IT Business Relationship Management (One Year Contract)

Summary

As an IT trainee, you will have an exposure to various IT areas including IT support, project management and business analysis. In particular, you will have an exposure on various projects within the bank and working closely with internal partners in GMD, DRM and CMO around Asia scope. Projects included new products and activities activations, robotic process automation, and automation of regulatory reporting....

Key Responsibilities

- To co-ordinate the projects related to Capital Market IT.
- 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 Computer Science or related discipline with less than 12 months' full-time experiences
- Good organizational and time management skills
- Problem-solving skills
- A good eye for detail
- Good knowledge in SQL
- 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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Project Trainee – Business Continuity Plan (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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