

## **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 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](http://www.ca-cib.com)

### **Trainee, Structured Finance (One Year Contract)**

#### **Summary**

The Trainee will join one of the Structured Finance teams and assist the Front Officers with credit and portfolio reviews of existing clients and transaction portfolio, preparing credit applications, drafting of marketing materials and proposals.

#### **Key Responsibilities**

- Prepare and process credit / portfolio reviews of existing counterparties and portfolio, including KYC reviews of all client and SPC borrower counterparties
- Prepare credit applications
- Assist the Team Head and other Front Officers with the preparation and drafting of various marketing materials, proposals and pitches.

#### **Requirements**

- Bachelor or Master degree holder, preferred in Finance or Accountancy with less than 12 months' full-time experiences
- Good communication skills
- Self-motivated, Initiative, and team-player
- Able to work under pressure and meet tight deadlines
- Mathematically minded
- Good understanding of banking
- IT literate
- Fluent in written and spoken English (French or Mandarin speaking/reading ability is a plus).

#### **Application Method**

Please apply for this role 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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## **About Crédit Agricole Corporate and Investment Bank (Crédit Agricole CIB)**

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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 developing automation solutions within the bank on various Asian projects using different technology including UiPath for RPA development.

You will have to get familiar with tools and processes we are using internally and also on the banking operations and workflow.

The target start date of this Trainee is January / February 2020.

### **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
- Development on new processes for automation.
- Follow up on project rollout and post go-live
- Need to work independently in liaison with internal partners and IT teams (local and overseas)

### **Key Requirements**

- Degree holder in Computer Science / Engineering or related disciplines
- Good in programming with exposure of VB.NET, VBA, or C#
- 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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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.

### **IT Server Support Trainee (One Year Contract)**

#### **Summary**

The Trainee will assist in daily operation related to Windows Server Support and Administration. The target start date of this Trainee is January / February 2020.

#### **Key Responsibilities**

- To perform system administration's tasks such as server deployment, upgrade, patch installation, tuning and daily user accounts administration.
- To provide quality follow-up and management on IT related incidents
- To coordinate with local and regional IT teams for project implementations and regional development
- To review and analyze, on regular basis, security logging, and antivirus protection status.
- Participate in system and project documentation, and operational procedures
- Be able to work overtime for supporting tight management deadlines
- To work with various IT support teams to identify and resolve issues, implement enhancement and improvement on IT Infrastructure.

#### **Requirements**

- Fresh graduate in Computer Engineering / Electronics Engineering / Computer Science / Information Systems qualifications with less than 12 months' full-time experiences
- Good communication and trouble shooting skills
- IT knowledge of Microsoft Windows Active Directory or VMware is advantageous.
- Holder of Microsoft Certification is preferred but not mandatory
- Good team player, willing to learn and work under pressure, with global/regional support experience preferred

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### **Trainee, Commodity Finance (One Year Contract)**

#### **Summary**

In liaison with Global Commodity Finance (GCF) customers in running of the daily transactions, monitoring client's overall position and rendering assistance to RMs. To assist the Middle Office team so as to improve process / operational efficiencies.

#### **Key Responsibilities**

##### **1) Client Relationship Management:**

- Review of the sale / purchase contracts / letters of credit & standby letters of credit formats, import and export bills, other supporting documents related to the transactions;
- Check client's financing requests versus approvals with identification and information on variances and advise on mitigating factors in containing the transaction risks/deviations;
- Realize a due diligence on the counterparties involved such as risk of performance, credit risk, compliance risk (as per the Bank's procedures);
- Preparation of the ticket for approval (TAP), Loss Given Default model, Overall client position and Summary of Outstanding, Inventory Follow-up Report (for transactions involving storage financing) all to be submitted to RM;
- Obtain non-objection from other Departments / approving authorities as and when required (for example but not limited to: LCO, RPC-HK, CEO-HK, RPC-AP, Senior Banker and its RPC unit);

##### **2) Collateral Risk Management / Monitoring of Client's position / Middle Office**

- Update client's position and follow through the life of the transaction (loading dates, receipt / release of Title Documents, receipt of export instruments, checking export letters of credit) with identification and information on variances;
- Perform collateral risk management ensuring that all times there is no collateral shortfall;
- Uploading of TAPs, LGDs, Export Documents etc. under the relevant folders / systems for further processing by SDOC and / or TCF back office in Singapore;
- Monitor / Up-date the client overall Mark-to-Market position in line with the latest credit approval.

##### **4) Meeting with Clients / Credit request**

- Meet clients / prospects as and when required; assist in the writing-up of pre-call memos / call memos;
- Assist the RM in the setting-up of credit requests with description of the client background, activity, strategy, size, performance, hedging policy, and propose potential amendments to the existing credit facilities;
- Prepare the Phidias and Eurecca report as per the proposed credit facilities.

##### **5) Handling of specific documentation / reports**

- In association with Legal Department, SDOC and the RM prepare notification of receivables, risk cover contracts, business relationship confirmation, tripartite agreements, Collateral Management Agreement, Pledge Agreements;
- Together with the RM, realize accreditation of new warehouse operators;
- Prepare and Participate to Monthly Portfolio Review;
- Account Opening documentation and update on the existing documentation;
- Establish / review Know Your Customer information;

#### **Requirements**

- Degree preferably in Business Administration/ Banking/ Finance or related discipline with less than 12 months' full-time experiences

- Relevant internship experience in relationship management, sales, product development or customer services is a plus but not mandatory
- A self – initiator and attentive to details
- Strong analytical skills and quantitative skills
- Strong communication and problem solving skills
- Good time management and prioritization skills
- Fluent in both written and spoken English and Chinese (Cantonese / Mandarin), knowledge of other language is an advantage

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