

## Crédit Agricole Corporate And Investment Bank

Crédit Agricole CIB is the corporate and investment banking arm of Crédit Agricole Group, the 12th largest banking group worldwide in terms of tier 1 capital (The Banker, July 2019).

Nearly 8,300 employees across Europe, the Americas, Asia-Pacific, the Middle East and North Africa support the Bank's clients, meeting their financial needs throughout the world.

Crédit Agricole CIB offers its large corporate and institutional clients a range of products and services in capital markets activities, investment banking, structured finance, commercial banking and international trade.

The Bank is a pioneer in the area of climate finance, and is currently a market leader in this segment with a complete offer for all its clients.

The Corporate and Investment 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.

The support functions are the key partners of our performance. Collaboration between our different business lines is at the heart of our priorities and allows everyone to participate in the development of our activities.

- Risks and Permanent Control
- Compliance
- General inspection
- Finance
- Operations (middle and back office)
- IT
- Legal
- Human Resources

For more information, please visit the website at [www.ca-cib.com](http://www.ca-cib.com)

### **Project Trainee for 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 transversal projects and tasks. Organisation directly report to COO (Chief Operation Officer) to assist him/her with optimization and continuous improvement of bank processes.

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 **Information System Security, end-user support, Business Continuity Plan (BCP) tasks, and transversal projects.**

You will be liaising with APAC CA-CIB branches, IT, Head Office and all departments.

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

**The ideal candidate should have completed all bachelor/master degree requirement by then and ready to start working in March 2021.**

### **Key Responsibilities**

Assisting BCP Manager to coordinate Business Continuity Plan

- Coordinate with all Business Lines for BIA and Drills
- Regional coordination with ORG team in Asia
- Process review and enhancement, set-up analysis
- Contact with the BCP vendors
- Remote work management
- Presentation, minutes, procedures formalization, documentation update
- Test analysis, Test report formalization

Ensure Information System Security and Controls

- HO ISS roadmap controls
- Local/Regional initiated controls / benchmark and gap analysis

Projects

- Gap or matrix analysis, process review and proposal for enhancement
- Formalization of new procedure / workflow charts / methodology document
- Implementation and deployment

Other

- BAU tasks
- Ad hoc analysis

### **Requirements**

- Bachelor degree with less than 12 months' full-time experiences
- Internship experiences in similar area will be appreciated
- Computer proficiency in MS Word, Excel (advanced level, VBA would be a plus) and PowerPoint; Access and PowerBI is a plus
- Excellent command of spoken & written English
- Good team player, proactive and with good organizational skills
- Autonomy, rigor, curiosity, dynamism
- Committed and accountable
- Immediate availability is preferred

### **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.

*Personal data provided by job applicants will be used strictly in accordance with the employer's personal data policies, a copy of which will be provided immediately upon request.*

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### **Commercial Banking Trainee (One Year Contract)**

#### **Summary**

Assist and support the Relationship Manager ("RM") and/or the Head of Multinational Corporation clients - HK to manage a portfolio of MNC clients. Ideal candidate should have completed all graduation requirement and is available to report duty in early April 2021.

#### **Key Responsibilities**

Either through his/her own action or under the guidance of the RM / Head of MNC clients - HK:

- Handle Know Your Customer ("KYC") on-boarding /periodic review, including liaising with clients and all internal related departments.
- Handle all offshore booking transactions.
- Interface with clients day-to-day account service issues / product enquiries/ KYC due diligence on clients and on daily transactions;
- Make sure compliance principles, internal and external rules/ regulations are applied in assisting in managing the commercial relationship, doing KYC due diligence, and handling the daily transactions with clients.
- Proactively manage risks related to each transaction, along with the concerned business lines, to anticipate default situations and minimize specific provisioning.

- Report to the RM on administrative issues to be solved, commercial incident and significant change in client's facility utilization or using accounts, on information regarding business opportunity with clients.
- Foster our credit distribution and liquidity collection.
- Assist in preparing credit packages and follow through the credit approval process till activation of the facilities.
- Assist in documentation negotiation for account opening or credit facilities from time to time.
- Assist in preparing internal reports for the MNC team.
- Assist in the marketing of commercial banking products.

**Requirements**

- Bachelor or Master Degree in Finance, Business, Economics or related disciplines with less than 12 months' full-time experiences
- Internship experiences in credit and/or conducting KYC and/or customer service in commercial banking field and with exposure to multinational corporations / financial institutions preferred
- Commercial banking product knowledge and/or experience preferred – i.e. bank accounts, loans, trade finance, foreign exchange, syndications, cash management etc.
- Excellent interpersonal and communication skills with strong attention to details; good organization skills
- Good credit analysis and report writing skills
- Strong negotiation skills and Team player
- IT literate
- Fluent in English, Cantonese and Mandarin.

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