

**Company:** Airstar Bank Limited

**Job Title:** Operations Officer

**About the Bank:**

Airstar Bank Limited is a jointly established entity by Xiaomi Corporation, global IoT leader, and AMTD Group, Asia's leading comprehensive financial services conglomerate. Airstar Bank has been granted a banking licence by the Hong Kong Monetary Authority on 9 May 2019. We uphold the virtue of financial inclusion and dedicate to promoting financial innovation for everyone, eventually becoming "Everyone's Bank" in the heart of our customers. We pledge to all customers that they will enjoy and benefit from the most convenient virtual banking services unprecedentedly.

**Job Responsibilities:**

- Support daily operations and client services related to account opening, remittance and treasury settlement and customer service
- Prepare and handle various correspondence including business plans, reports, presentation materials and meeting minutes
- Assist in the design and review of operational procedures and process workflow complied with internal guidelines and relevant regulatory requirements
- Participate in User Acceptance test
- Participate in ad-hoc project when necessary

**Job Requirements:**

- University degree in Business Administration, Accountancy, Information Technology or related disciplines
- Proficiency in Microsoft Excel Marco and PowerPoint
- Self-motivated and good communication with interpersonal skills
- Good command of written and spoken English

**Application Method:**

Interested candidates please send application by email to [humanresources@airstarbank.com](mailto:humanresources@airstarbank.com)