

## 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)

### **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.

This position is for those who have already **completed their graduation requirement by December 2020** and are ready to start working in **January 2021**.

### **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**

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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### **Trainee, Transaction Banking (One Year Contract)**

To market bank's transaction banking offerings in collaboration with relationship managers and senior Transaction Banking (TB) sales. You will be assisting the client teams to provide cash management and supply chain finance solutions to corporate clients so as to improve the operational efficiency as well as enhance the working capital flows & liquidity management. The right candidate is expected to eventually take up the role of a junior TB sales and manage own portfolio primarily for its e-banking and related transaction banking requirements.

This opening is for those who **have already completed their degree requirements by December 2020 and ready to start working in January/February 2021.**

### **Key Responsibilities**

- Support senior sales manager on sales initiatives and campaigns
- Support senior sales manager on preparation of sales pitches
- Prepare and verify documentation for external and internal distribution e.g. agreements, contracts, operational manuals, presentation materials, according to internal control standards and compliance policy
- Liaise with front/middle/back office teams to set up the required logistics during product deployment
- Provide user training and support service to clients on day to day enquiries and ad-hoc requests
- Provide first level support on clients' connection issues
- Prepare regular activity reports and tasks on client maintenance tasks
- Identify sales opportunity for transaction banking opportunities via day to day client interaction

- Collect specific client requirements on transaction banking services, investigate and provide summary to sales manager for follow up actions

### **Requirements**

- Bachelor or Master degree holder with less than 12 months' full-time experiences
- Hardworking with a strong sense of commitment and responsibility
- 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
- Basic knowledge on cash management, supply chain finance products as well as e-banking platform
- Proficiency in VBA Programming, Microsoft Excel, Word, PowerPoint and other MS applications
- Fluent in both written and spoken English and Chinese (Cantonese / Mandarin), knowledge of other language is an advantage

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### **Trainee, Credit Coordinator for Global Markets (One Year Contract)**

#### **Summary**

This opening is for those who **have already completed their degree requirements by December 2020** and **ready to start working in February 2021**. The Trainee will assist in processing and monitoring Global Markets (GMD) credit related requests, and regular reporting.

#### **Key Responsibilities**

##### **Pre-screening and Liaison**

- Assist in processing/ pre-screening GMD credit requests (e.g. check and rectify information in GMD request memo, suggest mitigants, update status in GMD CC intranet, etc.) to ensure the requests are justified from both credit and business perspectives, before submitting to the relevant parties for approval.
- Assist in follow up with RPC, Coverage/ FIG, CMLD and Collateral Management etc. to facilitate and accelerate review and approval of the GMD Requests.
- Assist in following up credit issues and queries on credit limits, issues, doc status, etc.)

##### **Monitoring**

- Prepare monthly log of GMD credit lines requests for proactive follow up of the pending requests with the relevant parties.
- Prepare monthly log of GMD documentation requests for active management of the requests, and bi-weekly report and minutes on High priority documentation requests.
- Prepare regular reporting, such as monthly MTM reporting on the sensitive counterparties.

**Requirements**

- Bachelor or Master degree in Finance, Banking or Accounting with less than 12 months' full-time experiences
- Basic knowledge / internship experience in global markets or credit analysis preferred
- Good interpersonal and communication skills
- Able to work independently and under pressure, and good multi-tasks management
- Team player
- Fluent in English and Chinese, and good written skills

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