

Operation Manager

Key Responsibilities:

- Supporting operation team for the rapid growth of FICC and equities derivatives businesses of the Company and assisting in strengthening the middle office function to liaise between front and back office and other key stakeholders;
- Coordinating with all internal and external counter parties (including portfolio managers, executing brokers, prime brokers, custodians, fund accountants and/or other third party providers) for new product launch, business line set-up and system implementation/ enhancement etc.;
- Responsible for the daily trade monitoring, verification process between the front office systems and operations systems including but not limited to the investigation, escalation and resolution of the exceptions;
- Responsible for trade maintenance and lifecycle events throughout the lifecycle of the transactions;
- Assisting in implementing policies, procedures and internal controls, ad hoc reporting and other administrative duties.

Requirements:

- Bachelor degree in Accounting, Business Administration, Finance or other related disciplines;
- **At least 5 years' operations and/or middle office experience in financial institutions; experienced in providing sales support to front desk or handling projects for settlement team will also be considered;**
- Good exposure to various asset types including Fixed Income, Equities, Exchange-Traded and OTC derivatives;
- Working knowledge in transaction management, including trade and position reconciliations;
- Familiar with Euroclear or Clearstream operations;
- Good command of spoken English and Putonghua is required.

To apply, please send your full resume, including personal particulars, employment history, current and expected salary, and contact phone number to hr@china-invs.hk.

(The personal data provided will be used for consideration of recruitment only. All personal data of unsuccessful candidates will be destroyed within six months.)