

Settlement Officer

- Central
- Salary negotiable

Job Highlights

- 5-day work, bank holidays and medical insurance
- Handling daily operations in CCASS and iAsia system
- minimum 2 years' relevant working experience

Job Description

Responsibilities:

- Perform daily settlement duties including account opening, data input, filing and report distribution
- Handling daily operations in CCASS, including corporate actions, post-trade processing, cash and stock settlement, IPO and placement
- Supervise daily settlement and ensure all activities are efficiently executed
- Assist enquires from clients and front office
- Ad hoc duties as assigned by the Company

Requirements:

- minimum 2 years' relevant working experience
- Good operation experience with CCASS
- Familiar with iAsia System
- Strong PC skills and proficiency in MS Word, Excel and Chinese word processing
- Excellent command in English and Chinese
- MIC background is an advantage
- Accounting knowledge is a plus
- Good team player
- Able to work independently
- Good problem-solving skills
- **Immediate available is preferred**

We offer 5-day work, bank holidays and medical insurance. We also offer attractive package commensurate with qualification and experience. Interest parties please send full resume with current and expected salary.