

## **Chief Executive Office**

### **Senior Officer to, Assistant Manager, General Management - Chief Executive Office (Ref. No: CED-243)**

#### **Job Responsibilities:**

- Prepare business reports, meeting materials, summary , speeches and other written materials
- Assist to manage intranet system and review the articles
- Write event-related materials on internal or external platforms
- Deliver innovative concept and solutions to the team
- Perform any other duties as assigned by the management

#### **Job Requirements:**

- University graduate, major in Business Administration or relevant disciplines, candidates with China education background are preferable.
- Minimum 3 years of relevant work experience in banking and finance industry
- Able to work independently as well as a good team player.
- Strong interpersonal, communication and problem solving skills.
- Good command of written & spoken Chinese

To apply, please submit your resume to [hrd@icbcasia.com](mailto:hrd@icbcasia.com).

*All information provided by applicants will be used only for recruitment purposes and will be used strictly in accordance with the Bank's Privacy Policy Statements and Circulars, which are available on our website.*