

## **Credit and Investment Management Department**

### **Officer - Administration Affairs Management, Credit And Investment Management Department (Ref. No: CMD-1546)**

#### **Job Responsibilities:**

- Perform the administrative work of the Department.
- Perform the IT affairs management of the Department, such as office equipment management, mailboxes management, relevant OA system management, OA software security check
- Work as the administrator of the official documents system of the Department
- Support and coordinate with the comprehensive credit management work

#### **Job Requirements:**

- Bachelor Degree or above
- Minimum 1 year of administrative working experience and IT working experience is preferred
- Familiar with Microsoft office software (Excel, Powerpoint)
- Good communication skills
- Proficient in spoken and written English & Chinese (including Putonghua)

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.*