

## Operations Management Department

### Officer to Senior Officer, Customer Information Operation (Ref. No: OMD-376)

#### Job Responsibilities:

- Provide clerical support including but not limited to data entry for system maintenance
- Packing documents to DMS(Warehouse in San Po Kong Center) for scanning
- Provide system enhancement support including UAT
- Perform ad-hoc duties as assigned

#### Job Requirements:

- Secondary education level or above
- 2 years of banking experience is preferred
- Good communication skills, independent and patient
- Proficient in MS Office such as Word and Excel
- Good command of spoken and written English and 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.*