

Job Description	
Position Title	Assistant Relationship Manager
Reporting	Manager, FI

Main Tasks and Duties	
1	Support the FI relationship managers, including but not limited to conducting KYC, credit applications, preparation of loan documentations, preparing marketing documents and various reports, arranging the meetings between clients and the relationship managers as and when necessary.
2	Exposure to different financial products, such as CNY settlement, trade finance, bond issuance, bilateral loan/syndication, deposits etc.
3	Any other tasks or duties assigned by Head of Department or Company from time to time

Job Requirements	
Education	Recognised Bachelor's degree or above , preferably in Banking and Finance, International Business or other related disciplines
Working Experience	1. At least 2 years of relevant experience in a similar capacity. Prior working experience in banking sector will be advantageous.
Language	1. English 2. Fluent written and spoken Mandarin to liaise with Chinese speaking clients or employees
Others	1. Ability to multi-task and work under pressure 2. Good interpersonal skills to handle stakeholders across multiple departments