

<b>Job Description</b>	
Position Title	Syndicate Associate
Reporting	Manager, Capital Markets

<b>Main Tasks and Duties</b>	
1	Support the Syndicate team in working with Debt Capital Markets and Sales to bring new primary bond issues in the Asian market
2	Liaise and maintain dialogue with key issuer clients in the region in order to keep abreast of funding plans/needs with a view towards execution of private placement transactions
3	Aid with the general marketing to clients which includes preparing presentations, proposals, client materials and supporting analysis
4	Monitor and co-ordinate the transaction management activities post-pricing to include liaison with settlements
5	Any other tasks or duties assigned by Head of Department or Company from time to time

<b>Job Requirements</b>	
Education	Recognised Bachelor's degree or above , preferably in Business Administration, Finance, Economics, Accounting or any other related discipline
Working Experience	<ul style="list-style-type: none"> <li>• At least 2 years of relevant experience in capital markets and fixed income roles</li> <li>• Proven track record and good client coverage including Central Bank/Sovereign wealth funds, Fund managers and Commercial banks will be a strong plus</li> </ul>
Language	<ol style="list-style-type: none"> <li>1. Business Level English</li> <li>2. Business Level Mandarin to liaise with Chinese speaking clients or employees</li> </ol>
Others	<ol style="list-style-type: none"> <li>1. Good presentation, negotiation and analytical skills;</li> <li>2. Excellent communication and interpersonal skills;</li> <li>3. Analytical with strong problem solving, numerical and verbal reasoning skills.</li> <li>4. Proficiency in MS Excel and PowerPoint and Bloomberg Terminal</li> </ol>