



Are you passionate about banking industry? If so, we have the perfect opportunity for you!

At our ICBC Prague Branch, we are on the lookout for an

**Operation Support Assistant** to join our experienced team.

### **Main duties and responsibilities**

#### **a. Back desk/middle desk of payment and settlement, trade financing, and clearing business**

- ✧ Processing payments of corporate clients including SWIFT and CERTIS
- ✧ Processing trade financing related documents(e.g.L/C) as middle desk by using internal system
- ✧ Nostro accounts reconciliation and maintenance, including processing inquiries and replies on swift messages

#### **b. Back desk of Money Market transaction**

- ✧ Processing lending/borrowing,spot foreign exchange,others by using internal system
- ✧ Processing funds allocations between Nostro accounts

#### **c. Back desk of other operation related tasks**

- ✧ Customer information input/update and client account/internal account related operations (deposit, loans, transfers, payments, FX, fees etc.) by using related internal systems
- ✧ Customer e-banking management

#### **d. To perform AML/CFT responsibility as first line of defenses**

- ✧ Fulfilling AML/CFT responsibility as ongoing monitoring
- ✧ Fulfilling related compliance requirements with the regard of all related procedures

#### **e. Data reporting related tasks and related system parameters setting**



- ✧ Related regulatory reporting to CNB
- ✧ Related internal data reporting within Branch and to HO
- ✧ Maintenance of related system parameters with the help of Head of Department

### **What knowledge and skills should you have:**

- ✧ Bachelor/ university diploma in accounting, finance, economics preferred
- ✧ Self-motivated, a team player, a good command of English and Czech language
- ✧ Chinese speaker is preferred
- ✧ Familiar with the back office business, especially related to Money Market and clearing
- ✧ Self-motivated, team player, confidentiality, responsibility, with good communication skills, open minded, detail oriented

### **What we offer**

- ✧ Work in an international environment
- ✧ 5 weeks of vacation and 6 sick days
- ✧ Edenred Benefit Meal Card and Multisport card
- ✧ Refreshment at workplace: fruit, coffee, juices, water, milk, cola, teas...
- ✧ Team-buildings, volunteering activities and language courses
- ✧ Gifts for Birthday, Christmas, New Year...
- ✧ Mobile Tariff and Transportation allowance
- ✧ Life Risk Insurance

Do you want to be a part of our ICBC great team in Prague?

...if your answer is yes, please share your CV in English with us to e-mail address: [recruitment@cz.icbc.com.cn](mailto:recruitment@cz.icbc.com.cn)

Before you apply, please make sure that you have living and working permit in the Czech Republic.

Happy to meet you personally!

Henrieta Illesova, HR Specialist, ICBC Prague Branch, +420 237 762 828