

Job Information
from HKSI Corporate Members

Job reference:	351-100210-002
Company name:	Computershare Hong Kong Investor Services Limited
Job categories:	() Banking () Insurance/ MPF/ Pensions (<input checked="" type="checkbox"/>) Securities () Asset Management () Investment Banking/ Corporate Finance () Regulators () Other Intermediaries () Others _____
Job title:	Client Service Officer
Job location:	Wan Chai
Annual base salary:	Negotiable
Other benefits:	Chinese New Year Bonus, Performance Bonus
Company description:	Computershare is a global registry company providing services to listed issuers, shareholders and the investing public for issues relating to initial public offering, corporate actions, shareholder communication, cross-border listing and transaction support, proxy solicitation, company meeting, etc.
Job description and responsibilities:	<ul style="list-style-type: none"> Day-to-day client relationship management, where you will be working with issuers from various industry segments listed on the Hong Kong Stock Exchange and market participants in the financial industry e.g. HKEx Listing, HKSCC (depository and nominees division) and lawyers.
Job requirements:	<ul style="list-style-type: none"> University degree holder Experience is preferred although not absolutely required Team player with good communication and interpersonal skills Proficiency in English, Putonghua and Cantonese Proficient in MS Office applications and Chinese word processing Self-motivated with a strong sense of responsibility
Contact information for applications or enquires:	Please submit full resume, current salary and contact details to Director Operations, Computershare Hong Kong Investor Services Limited, GPO Box 269, Hong Kong or email to recruit@computershare.com.hk