
Senior Customer Service Officer

Responsibilities:

- Handling new account opening, performing KYC and AML checking, inputting and maintaining client's information;
- Handling accounts and settlement service requested from clients;
- Handling enquiries from frontline and internal departments;
- Troubleshooting client's technical problems;
- Providing clerical and administration support duties and handling ad hoc duties.

Requirements:

- Degree holder or above;
- 2-3 years' experience in related industry is an advantage;
- **Holder of SFC licences RA1 & RA2;**
- Fluent in both written and spoken English and Chinese (Cantonese & Mandarin);
- Proficiency in Microsoft Office (Excel, Word, and Chinese word processing etc.);
- Being able to work independently with strong communication and presentation skills;
- Customer-oriented, proactive, self-initiated, detailed oriented and a good team player;
- Self-motivated, hardworking and can work under pressure;
- Less experience will be considered as Assistant Customer Services Officer;

To apply, please send your full resume, including personal particulars, employment history, current and expected salary, and contact phone number to hr@china-invs.hk.

(The personal data provided will be used for consideration of recruitment only. All personal data of unsuccessful candidates will be destroyed within six months.)

