



# Corporate Functions

## Current Vacancies

總經辦助理

Accounting Manager

IT Procurement and Contract Manager

Application Production Support Engineer - FX

Application Production Support Engineer

Information Security and Risk Analyst

Senior Software Engineer – Application Development

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## 總經辦助理

### 工作職責:

- 協助總經理處理日常行政及管理事務，包括執行、協調及輔助
- 安排總經理外訪的接待及會議行程
- 協調國內部門主管及其他業務的聯繫
- 熟悉與掌握公司情況，尤其國內，並及時向總經理反映及提出意見
- 能獨立處理被分派工作的實施及作出適時匯報
- 完成總經理交辦的其他任務

### 工作要求:

- 母語為普通話
- 本科或以上
- 能獨立處理中、英文書
- 知識素養高，知識面廣
- 具備較強的交往及溝通能力
- 嚴謹細緻，思路清晰
- 良好組織、協調能力





## Accounting Manager

### Responsibilities

- Assist in doing consolidation for a listed group and its annual & interim reporting
- Assist in handling tax reporting
- Supervise a team of accounting staff for daily accounting work including financial and management accounting
- Handle ad hoc due diligence task, M&A project & other corporate exercise

### Requirements

- Minimum 3-4 years audit experience in medium to large audit firm
- Consolidation experience in HK listed company
- Preferably with around 1 year commercial experience
- Proficiency in MS Office applications especially in Excel
- Must have initiative and be able to work under pressure
- Good command of spoken and written English & Chinese
- Immediate available preferred





## IT Procurement and Contract Manager

### Responsibilities

- Accountable for all I.T Procurement activities, influencing and persuading firm wide strategies and translating firm wide strategies to local impact
- Work with stakeholders to pro-actively develop a pipeline of opportunities and projects to be delivered in accordance with the Group IT procurement plans and leveraging the full range of supply and demand-side levers.
- Apply deep sourcing knowledge in the execution of plans across all category areas while ensuring the risks associated with the purchase of goods and services are mitigated commercially, contractually and operationally
- Develop influential senior relationships and lead the business in their approach to maintaining and leveraging value in their operational accountability for supplier relationships
- Achieve or exceed agreed savings targets for each assigned project and identify post contract value opportunities
- Monitor market conditions and Group IT management informed of emerging opportunities or changes
- Design and implement more effective and efficient procurement process
- Accountable for all Procurement-owned risk issues including identifying and remediating risk items and audit findings, liaising with internal risk and control partners including Legal, Compliance, Finance, Risk and Audit

### Requirements

- Degree qualified with at least 5 years relevant experience in sourcing execution, outsourcing, procurement and payment process reengineering
- Love to learn about latest technologies and think out-of-the-box





- Customer focused with the ability to drive sustainable growth
- Experience of managing risk and business information
- Strong stakeholder management and leadership skills
- Excellent problem solving, planning and delivery skills
- Ability to understand complex business problems, apply advanced analytical thinking / market knowledge and drive the most appropriate business outcome





## Application Production Support Engineer - FX

### Responsibilities

- Manage the system and application production environment and to ensure system stability, security and availability;
- Responsible for driving technical solutions in alignment with the system/application roadmap and to meet BU owners' requirements;
- Collaborate with project team and external vendors on application-related project implementation and ongoing operational support;
- Identify problems and participate in problem management resolution by collecting and tracking data and progress.
- Perform the system implementation, deployment and production release processes

### Requirements

- Degree in Computing Science or related discipline
- 3-5 years relevant of experience in SFC related trading system business (Candidate with over 5 years will consider as a Senior)
- Familiar with trading system front-to-back business flow
- Experience in .net framework, java, Shell Script, MSSQL, Oracle database, Web and Mobile application experience is a plus
- Familiar with trading systems and operations such as MT4, M-Finance and Pricing Systems
- Good analytical, communication, interpersonal skills and problem solving skills
- Proactive, independent and proven ability to work under pressure
- Good command in both spoken and written English & Cantonese. Mandarin is a plus





## Application Production Support Engineer

### Responsibilities

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- Perform the system implementation, deployment and production release processes

### Requirements

- Degree in Computing Science or related discipline
- 3 - 5 years relevant experience in property, hotel, entertainment businesses applications and back office applications such as HR, Accounting, BPM etc.. (Candidate with over 5 years will consider as a Senior)
- Experience in MySQL, MSSQL, .Net, Dynamic AX and Shell Script, Web and Mobile application is a plus
- Familiar with FoxPro, Dynamic AX ERP and BPM
- Good analytical, communication, interpersonal skills and problem solving skills
- Proactive, independent and proven ability to work under pressure
- Good command in both spoken and written English & Cantonese. Mandarin is a plus





## Information Security and Risk Analyst

### Responsibilities

- Supporting strategic and ad-hoc information security and risk analyses, risk papers and risk reports
- Contributing to the development and maintenance of Group Information Security& Risk Management Strategy, Framework, Policies, Minimum Standards;
- Participating in, challenging and periodically reporting upon the risks of key IT or TBCM strategic programs and projects;
- Participating in and challenging risk assessments (including Data Classification, IT Risk assessments or Business Impact Assessments) on Information Security/Risk and TBCM projects and programs;
- Performing scheduled/ad-hoc checks for verifying the effectiveness of the controls implemented on various technology areas;
- Supporting the identification of the technology impact of and the coordination of responses to law and regulatory changes, internal & external audit reports, etc. And monitoring the follow-up on the regulatory issue solving related to technology areas;
- Measuring and reporting the implementation of Information (Technology) security framework throughout the Group;

### Requirements

- University BSc Degree or equivalent, preferably in IT field;
- 4 – 6 years' experience in IT Security/IT Audit or Risk Management areas;
- Sound knowledge of international information security standards (e.g., COBIT, ISO 27001)
- Knowledge of retail business and/or securities trading business, and associated laws & regulations would be considered a plus;
- Good analytical skills and sound judgment;
- Collaboration skills and ability to work across multiple functional line and geographical locations;
- Fluent in Cantonese and English (written and spoken);







## Senior Software Engineer – Application Development

### Responsibilities

- Collects and document business requirement, analyses and develops software solutions according to software development lifecycle.
- Determines operational feasibility by evaluating analysis, problem definition, solution development, and propose solutions.
- Communicate with vendor for system implementation and enhancements.
- Liaise with development team to enhance both new and existing systems.
- Examine, review and refine software quality for deployment.
- Closely work with end-users to perform SIT, UAT and Production rollout and support.
- Lead small to medium sized projects and enhancements
- Assist to develop standardize architecture for new business and application system.

### Requirements

- Bachelor degree in software development or related areas.
- Minimum 5 years relevant of experience in SFC related trading system business.
- Familiar with SFC related trading system front-to-back business flow.
- Experience in .net framework, MSSQL, Oracle database, Web and Mobile application development experience is a plus.
- Strong in collecting user requirement, analyses, and transform to prototypes for development.
- Strong in managing vendor and offshore development center.
- Experience in leading small to medium sized projects.
- Able to communicate with senior level of stakeholders.
- Strong interpersonal skills and a good team player.
- Excellent communication skills in English and Cantonese, Mandarin is a plus.

