



Corporate Functions

Current Vacancies

總經辦助理

Group Legal Counsel

Assistant Human Resources Manager

Human Resources Officer

HRIS Specialist (6-month contract)

Internal Audit Officer

Accounting Manager

Manager - Application and Infrastructure Support Service

Lead System Engineer - DBA / System

Lead System Engineer - Network

Lead System Engineer - Technology Risk

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





Group Legal Counsel

Responsibilities:

- Provide legal advices and supports to Management on the ordinary and special activities of the Group and its subsidiaries
- Analyze and identify legal risks and implications
- Draft, review, negotiate and administer legal and transactional documents and agreements
- Manage legal process, litigations and business transactions
- Reviewing internal control policies and reports
- Work on day-to- day legal affairs for the Company's business to ensure full compliance
- Keep management abreast of all new laws and regulations that may have implications to the Company
- Liaise with external legal counsel and/or specialists
- Handle ad hoc assignments

Requirements:

- A qualified lawyer with minimum 8 years' post-qualification experience gained in private practice and/or in-house
- Extensive knowledge of commercial laws, knowledge/experience in conveyancing & real estate transactions is definitely an asset
- Prior experience in sizable or listed company is preferred
- A high level of commercial acumen is essential
- Ability to set, prioritize and achieve goals, while managing multiple projects and deliverables
- Excellent problem solving, analytical and organizational skills
- Self-driven and resourceful
- Sound interpersonal and communication skills
- Excellent written and spoken English and Chinese
- Able to work under pressure and meet deadlines





Assistant Human Resources Manager

Responsibilities

- Acts as HR business partner and work closely with line managers within the assigned business units on all HR related matters
- Understands hiring needs and market conditions, influences business units in manpower planning with global perspective and recruits qualified candidates to maintain an effective workforce
- Provides all round professional HR services, including but not limited to recruitment and selection, personnel and payroll administration, compensation and benefits, performance management, learning and development, staff communication, staff relations, etc.
- Assists in developing and implementing HR policies and practices in line with corporate missions and business directions and ensure consistency across business units and also in full compliance with labour and other relevant regulations and rules
- Involves in a variety of HR ad hoc projects and initiatives, conducts analysis & provide necessary reports
- Supervises and coaches junior HR staff members, exchanges with peer partners within the HR team, embraces & advocates the sharing culture

Requirement

- Degree holder in Human Resources Management or other relevant disciplines
- Minimum 6 years' relevant working experience, preferably in sizable organizations
- Well-versed in Employment Ordinance & other HR-related legislations
- Knowledge and experience in contemporary HR processes
- Highly proficient in written and spoken English and Chinese (Cantonese & Putonghua)
- Conversant in software & database applications such as Microsoft Word, Excel, PowerPoint and HRIS
- Self-motivated, outgoing, innovative, independent and well-organized
- Excellent interpersonal, communication and presentation skills
- Capable of handling multi-tasks and working under pressure
- Experience in PRC HR practices will be an advantage





Human Resources Officer

Responsibilities

- Act as HR business partner and work closely with line managers within the assigned business units on all HR related matters
- Provide all round professional HR services, including but not limited to recruitment and selection, personnel and payroll administration, compensation and benefits, performance management, learning and development, staff communication, staff relations, etc.
- Maintain and administer HRIS, leave and attendance systems
- Assist in implementation of HR policies & practices and ensure procedures are in compliance with the HKSAR Employment Ordinance and other relevant regulations
- Involve in a variety of HR ad hoc projects and initiatives

Requirements

- Degree holder in Human Resources Management or other relevant disciplines
- Minimum 3 years' relevant working experience, preferably in sizable organizations
- Well-versed in Employment Ordinance & other HR-related legislation
- Good command of spoken and written English and Chinese
- Proficient in computer applications such as Microsoft Word, Excel, PowerPoint, Chinese Word Processing and HRIS
- Self-motivated, outgoing, innovative, independent and well-organized
- Excellent interpersonal, communication and presentation skills
- Capable of handling multi-tasks and working under pressure
- Experience in PRC HR practices will be an advantage
- Immediately available is an advantage





HRIS Specialist (6-month contract)

Responsibilities:

- Assist in implementing and migrating HRIS across business units within the Group
- Assist in data preparation and validation
- Perform UAT, identify and diagnose problems and provide feedback
- Assist in preparing user training materials and relevant system documentation
- Handle ad-hoc tasks as required

Requirements:

- Higher Diploma in Computer Science, Human Resource Management or other related disciplines
- Good knowledge of HK employment ordinance especially payroll related regulations
- Experience in full cycle of HRIS UAT, feedback loop is an advantage
- Strong sense in HR workflow and process
- Strong quantitative, analytical and problem solving skills
- Independent and detail-oriented





Internal Audit Officer

Responsibilities

- Conduct risk-based financial, operational and compliance audit engagements, including evaluation of internal control, design of audit programs and execution of fieldwork
- Provide value-added recommendations to strengthen the overall control environment
- Assist in preparing timely internal audit reports
- Participate in ad hoc projects

Requirements

- University graduate in finance or accounting
- Minimum 3 years internal or external audit experience
- CPA qualified or student member
- Self-motivated, great initiative with strong analytical and critical mind set
- Excellent communication skills to interact effectively with different business and operational units
- Good report writing skills
- Familiar with PC software (Excel, MS Word)





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





Manager - Application and Infrastructure Support Service

Responsibilities

- Lead a team to provide L2 regional application and infrastructure support services
- Assist to formulate and continuously enhance support strategy for higher efficiency and effectiveness
- Strong vendor management skill for L1 outsourcing parties
- Assist to formulate and develop KPI for support service measurement
- Able to feedback and liaise with development team to enhance both new or existing system
- Assist to develop standardize infrastructure architecture to support new business and application system
- Assist to formulate cloud strategy, data retention and BCP strategy
- Take ownership of production issues and provide incident management

Requirements

- At least 13 years of production support experience with strong infrastructure knowledge in a structured environment, preferable with SFC or HKMA understanding
- ITIL implementation experience is a big plus
- Hands-on experience in developing policies and guidelines of cloud, data retention and BCP
- Able to present and communicate with various level of people
- Excellent troubleshooting skills and be attentive to details
- Excellent communication skills in English, Cantonese and Mandarin is a plus
- Strong interpersonal skills and a good team player





Lead System Engineer - DBA / System

Responsibilities

- Perform database capacity planning, performance tuning, monitoring, backup, restore and disaster recovery
- SQL design, database problem determination and solving.
- Responsible for the implementation of the project, including planning, scheduling, quality control, vendor management and budget management
- Identify problem root causes and implement preventive measures
- Evaluate and recommend new technologies
- Provide support on 7 X 24 basis.

Requirements

- A degree in Computer Science, Information Technology or relevant disciplines
- At least 10 years' relevant experience in IT
- Practical experience in Microsoft Windows 2008/2012, MS Active Directory, Backup Solution , Storage and VMWare.
- Strong technical skills in MySQL , MSSQL and Oracle
- Solid experience in Oracle database products and HA solutions including Oracle RAC, Oracle Data Guard and Oracle Golden Gate
- Experience in cloud infrastructure, virtualization and SAN administration
- Acquired MCSE & OCP is an advantage
- Knowledge of MT4 is a plus
- Fluent in both written and spoken English and Chinese.





Lead System Engineer - Network

Responsibilities

- Network maintenance and management, including network security and patch management (i.e. firmware upgrade)
- Responsible for the implementation of the project, including planning, scheduling, quality control, vendor management and budget management
- Identify problem root causes and implement preventive measures
- Evaluate and recommend new technologies
- Network/systems monitoring and alert systems maintenance
- IT asset management for network equipment
- Provide support on 7 X 24 basis.

Requirements

- A degree in Computer Science, Information Technology or relevant disciplines
- ITIL implementation experience is a plus
- At least 10 years' relevant experience in IT
- Acquired CCIE , Huawei Certification and other network related certificates is an advantage
- Hands on experience in LAN/WAN infrastructure design, security management and network trouble shooting
- In-depth knowledge of network equipment, including routers, switches, wireless APs and firewalls
- Fluent in both written and spoken English and Chinese.





Lead System Engineer - Technology Risk

Responsibilities

- Assist Technology Risk Manager (TRM) to ensure cybersecurity issues are addressed effectively
- Provide cybersecurity support throughout the project life cycle and be accountable for cybersecurity solution integrity
- Assist TRM to develop, implement, and administer security policies, procedures and guidelines
- Assist TRM to develop technology risk profile and Key Risk Indicator ("KRI") framework
- Conduct regular technology risk internal audit for group and its subsidiaries.
- Engage in identifying, understanding, and addressing security considerations across business units
- Analyze and evaluate security trends, vulnerabilities and provide ongoing feedback
- Work closely with the other technology architects to ensure that security is properly provisioned in their technology domains
- Investigate and report on security threats and incidents; conduct post-event reviews of security incidents

Requirements

- Bachelor Degree in Information Systems or equivalent experience
- Minimum 2 years' relevant experience, in financial institution or Big 4. At least 1 years in risk management/control functions or in SFC licensed financial institute within information security and technology risk management area
- Sound good knowledge and sense on IT and cybersecurity projects
- Security IT certifications: CISSP is a must
- Attention to detail, accuracy and effective problem solving skills.
- Good command on English and Chinese





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.

