



英皇集團  
EMPEROR GROUP



**NEW  
ADVENTURE  
IS WAITING  
FOR YOU!!**

想重新出發? 飛雲, 機會來了!  
開展另一個專業、邁向人生新一頁!

**新跑道 新航線 新起點** 

## Emperor Group 英皇集團

Our businesses include financial services, property, watch and jewellery, entertainment, hospitality, media as well as furniture and furnishing  
經營範圍包括金融、地產、鐘錶珠寶、娛樂、酒店、傳媒和傢俬及室內佈置

### Career Transformation Opportunities

### 各行業人士轉行機會

If you are from  
假如你是來自

- Aviation 航空業
- Retail 零售業
- Food & Beverage 餐飲業
- Tourism 旅遊業
- Hospitality 酒店業
- or other industries 或其他行業

Vacancies  
就業機會

- Secretary / Personal Assistant / Executive Assistant 秘書 / 行政助理
- Human Resources 人力資源
- Information Technology 資訊科技
- Customer Services (CS) 客戶服務
- Jewellery Sales 珠寶銷售
- Food & Beverage 餐飲
- Cinema Service Ambassador 戲院服務大使

For more vacancies, please visit our company website.  
更多職位空缺, 請瀏覽英皇集團網頁。





# Financial Services

## Current Vacancies

### Capital Group

Executive – Corporate Finance  
Settlement Officer/ Assistant Settlement Officer  
Investment & Customer Service Officer  
Clerk

### Financial Services Group

**We currently have no vacancies open for application**

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## Executive – Corporate Finance

### Responsibilities:

- Execution of IPO, M&A, Fund Raising and corporate finance advisory transactions
- Preparing proposals, presentations and solving technical issues
- Prepare financial models and perform investment due diligence for investors
- Conduct financial, statistical and valuation analysis on industry research
- Work closely with professional bodies and regulators, legal counsels, auditors, valuers and other professionals during deal execution
- Structure deal transaction, prepare deal proposal and equity offerings memorandum
- Ensure smooth execution of all transaction and daily operation

### Requirements:

- University degree holder in Accounting, Finance, Business Administration, Economics, Laws or related discipline
- Holder of Representative License for SFC Type 6 regulated activity
- With 1-2 years of working experience relevant to corporate finance
- Good knowledge of rules, regulations and guidelines of SFC and HKEX
- Good knowledge about securities market and corporate finance activities
- Good command in written and spoken English and Chinese (including Putonghua)
- Excellent communication and strong interpersonal skill
- Analytical, self-motivated and able to work independently







## Settlement Officer/ Assistant Settlement Officer

### Responsibilities:

- Handle HK Securities & Futures settlement activities
- Proceed Clients' fund in and out ; CCASS SI; IPO application; Corporate Actions
- Handle day-end process of back office systems
- Perform settlement administrative duties, such as filing, report printing, etc.

### Requirements:

- Diploma or above in Finance, Business Administration or other related disciplines
- 2 year or above work experience gained in financial industry
- Knowledge in CCASS/DCASS operation
- Good command of written and spoken English and Chinese (including Mandarin)
- Good PC knowledge including MS Word & Excel

*Candidates with more experience will be considered as Settlement Officer*





## **Investment & Customer Service Officer**

### **(Securities and Futures)**

#### **Responsibilities:**

- Handle dealing orders of securities and futures for local and global market
- Handle new accounts opening
- Provide good customer services to clients and follow up client's enquiries
- Maintain good relationship with clients
- Provide daily administrative and marketing supports
- Participate in ad hoc assignments

#### **Requirements:**

- Degree holder in Financial Services, Economics or related disciplines
- Holder of SFC Representative License of Type 1 & 2 with relevant experience
- Good interpersonal skills, proactive and customer-oriented
- Good command of spoken English and Chinese including Putonghua
- IANG will also be considered

***Candidates with less experience will be considered as Assistant Investment & Customer Service Officer***





## Clerk

### Responsibilities

- Handle cheque payments and filing of accounting vouchers
- Responsible for data entry and record keeping
- Provide administrative support for Finance & Accounts Department
- Assist in ad-hoc projects as assigned

### Requirements

- Post Secondary or above in any discipline
- 1 year's or above of relevant experience
- Good interpersonal and communication skills
- Good command in written and spoken English and Chinese
- Candidates with accounting experience will be an advantage

