

# 就業機會

## Career Opportunities



### 職位: 文員/高級文員(採購)

- 部門: 財會部
- 地點: 澳門

### 職責描述:

- 參與採購相關規則、操作規程制定
- 參與採購計畫制定及執行監控
- 參與採購流程各環節相關工作，包括但不限於採購管理、合同管理、供應商管理及報表、報告編制
- 參與採購活動的記錄、文檔整理、檔案管理等工作
- 參與財會相關工作及部門一般行政工作
- 完成上級指派的其他職責

### 任職要求:

- 具有學士或以上學歷；至少兩年銀行業從業經驗及一年採購相關或財會相關工作經驗
- 掌握流利的英語和中文書寫及口語技能，包括普通話，中文書面表達能力優者優先
- 熟練掌握 PC 應用，包括 Microsoft Word、Excel 和 PowerPoint
- 具備出色的分析能力及談判和溝通技巧；注重細節和準確性
- 出色的規劃和組織能力，邏輯思維清晰，能夠同時處理多項任務；具備較強的法律意識
- 能夠獨立工作，主動性強，責任心強，適應團隊合作
- 立即入職者優先考慮

# 就業機會

## Career Opportunities



### Job Title: Clerk/Senior Clerk (Procurement)

- Unit / Department: Finance Division
- Location: Macau
- Job Status: Full Time

### Major Responsibilities:

- Participate in the formulation of procurement-related rules and operational procedures
- Engage in the development and monitoring of execution of the procurement plan
- Involve in various aspects of the procurement process including but not limited to procurement management, contract management, supplier management, as well as preparation of reports and statements
- Assist in record keeping, document organization, file management related to procurement activities
- Assist in finance and accounting duties as well as general administrative work
- Other ad-hoc projects and assigned duties

### Job Requirements:

- Degree holder; Minimum two years of experience in banking industry of which at least one year in procurement or finance roles
- Good command in both written and spoken English and Chinese, including Putonghua, strong Chinese writing skill is preferable
- Proficient in PC applications such as Microsoft Word, Excel, and PowerPoint
- Good logical thinking & legal knowledge
- Self-motivated with strong communication, interpersonal, negotiation and analytical skills
- A good team player, hardworking, self-disciplined and willing to work under pressure
- Immediately available is highly preferred

# 就業機會

## Career Opportunities



### 職位: 客戶經理/高級客戶經理

- 部門: 商業銀行部
- 地點: 澳門

### 職責描述:

- 實現業務管理目標，拓展企業信貸業務，負責各類企業金融產品的行銷
- 維護現有企業客戶關係、拓展和服務潛在企業客戶
- 根據銀行的風險偏好，進行信貸評估並設計制定合理的貸款方案，跟進企業信貸風險管理

### 任職要求:

- 具有學士或以上學歷
- 具有 3-5 年或以上企業信貸客戶行銷管理經驗
- 熟悉企業信貸相關制度及要求
- 較強的銷售和客戶服務意識，良好的學習能力、金融分析能力、溝通能力及抗壓能力
- 良好的普通話和英文溝通及寫作能力
- 擁有 CFA/FRM/CPA 證書者優先

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## Career Opportunities



### Job Title: Senior Relationship Manager/Relationship Manager

- Unit / Department: Commercial Banking
- Location: Macau
- Job Status: Full Time

#### Major Responsibilities:

- Responsible for promoting the bank's product & to fulfil all KPI budgets according to bank's requirement; solicit new business and deepen existing relationship with Bank clients
- Prospect and generate new business by focusing on enhancing existing relationships, and identifying opportunities for up-tiering
- Analyze, formulate, propose and execute financial solutions and client relationship management efficiently and conduct credit risk analysis

#### Job Requirements:

- University degree or equivalent
  - With 3-5 years relevant banking experience in corporate banking & commercial banking
  - Sound knowledge of principles of commercial credit and lending policies and standard
  - Strong business development skills and sound knowledge of banking products and services with proven analytical and problem solving skills
  - Good communication skills in Putonghua & English; excellent writing skill in Chinese & English
  - CFA/FRM or CPA qualification preferred
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## Career Opportunities



### Job Title: Clerk/Senior Clerk

- Unit / Department: Risk Management
- Location: Macau
- Job Status: Full Time

### Major Responsibilities:

- Prepare regular risk reports to local supervisory authority and head office
- Continually involved in reporting process automation, evaluate the content of existing reports and generating processes to identify areas for improvement in efficiency and effectiveness
- prepares all documentation related to retail loan portfolio
- Assist in handling fire-insurance arrangement for collaterals
- Support department head/team head regarding all aspects of daily operation

### Job Requirements:

- Bachelor's degree in Finance, Business, Economics, or related field. Master's/FRM preferred
- 2-5 years of experience in risk management and reporting in banking industry. Knowledge or experience related to IFRS9 and Basel project is a must
- Proficiency in Excel & VBA; familiarity with other data visualization tools (e.g., Power BI, SAS) is a plus
- Strong analytical, problem-solving, and communication skills
- Attention to detail and ability to work under pressure

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## Career Opportunities



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### Job Title: Sub-Branch Manager

- Unit / Department: Consumer Banking
- Location: Macau
- Job Status: Full Time

### Major Responsibilities:

- Lead a branch to achieve its business targets
- Oversee the operations of the branch to ensure efficiency as well as compliance with the Bank's policies and Macau's regulatory requirements
- Monitor the service quality of the branch and continuously seek opportunity for improvement

### Job Requirements:

- A degree graduate in Business/Finance discipline
  - Minimum 10 years' servicing and sales experience in consumer banking of which 3 years gained in a managerial level
  - Good knowledge of consumer banking products and services
  - Sales-driven, result-oriented and be able to work under pressure, with good planning, leadership and interpersonal skills
  - Meet the requirement of an insurance staff as defined by the Monetary Authority of Macau
  - Good communication skill in English and Cantonese, knowledge of Mandarin an advantage
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## Career Opportunities



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### **Job Title: Personal Banker**

- Unit / Department: Consumer Banking
- Location: Macau
- Job Status: Full Time

### **Major Responsibilities:**

- Responsible for promoting the bank's products and services so as to achieve the desired sales targets
- Handle general inquiries and complaints
- Conduct and participate in outbound sales activities for business solicitation

### **Job Requirements:**

- A degree graduate in Business/Finance discipline
  - Minimum 3 year of related experience
  - Sales-driven, result-oriented and be able to work under pressure
  - Accredited with regulator's requirements on provision and distribution of financial products
  - Good communication skill in English and Cantonese, knowledge of Putonghua an advantage
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# 就業機會

## Career Opportunities



### Job Title: Teller

- Unit / Department: Consumer Banking
- Location: Macau
- Job Status: Full Time

### Major Responsibilities:

- Handle daily counter transaction and enquiries accurately to meet customers' needs
- Promote banking products and provide timely quality counter services to meet the banking center service goal
- Positive customer service attitude and attentive to details

### Job Requirements:

- Post-secondary education with at least 1 year's teller experience
- Good communication skill in English and Cantonese, knowledge of Putonghua an advantage

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