就業機會
Career Opportunities

中国建设银行
China Construction Bank

Job Title: Clerk/Senior Clerk

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

Major Responsibilities:

- Ensure all financial statements and disclosures are prepared in compliance with statutory and regulatory requirements
- Assist to establish accounting policies and procedures to improve management efficiency and effectiveness
- Offer advice on the cost control and review of standards of internal controls, including suspense accounts and unreconciled items
- Support and participate in various ad hoc assignments as required

Job Requirements:

- Degree holder in finance & accountancy or related disciplines, with a recognized professional accounting qualification
- Minimum 2 years' of relevant experience in banking or financial industry
- Good team-work spirits, Strong analytical, communication and interpersonal skills
- Ability to work independently
- Proficiency in application software including Excel, Word and PowerPoint

POSTING DATE: April, 2024

就業機會
Career Opportunities

中国建设银行
China Construction Bank

Job Title: Clerk – Compliance

- Unit / Department: Internal Control & Compliance
- Location: Macau
- Job Status: Full Time

Major Responsibilities:

- Assist in AML name checking issues, including reviewing daily alerts and referrals from subbranches and business unit
- Review and conduct case investigations on AML alerts generated by the AML Transactions Monitoring Tools
- Follow-up on KYC outstanding issues
- Handle other AML matters as assigned
- Handle general administrative duties in the department

Job Requirements:

- Bachelor degree
- 2 years' experience in banking industry
- Self-motivated with good communication and interpersonal skills
- Good command in both written and spoken English and Chinese, including Putonghua
- Proficient in PC applications, including Microsoft Word, Excel and Powerpoint

POSTING DATE: April, 2024

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Career Opportunities

中国建设银行
China Construction Bank

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

POSTING DATE: April, 2024

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Career Opportunities

中国建设银行
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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

POSTING DATE: April, 2024

就業機會
Career Opportunities

中国建设银行
China Construction Bank

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 1year's teller experience
- Good communication skill in English and Cantonese, knowledge of Putonghua an advantage

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