

Operations & Technology

OUR OPPORTUNITIES

Programmer – Technology Department

Procurement Officer – Technology Department

Assistant Vice President – Loans Operation Department

Manager – Corporate & Property Services Department

Programmer – Technology Department

Responsibilities:

- Analyze, design, and test the programming to develop financial applications for the Bank
- Work closely with different stakeholders to collect and identify the user requirements and program specifications
- Transform application designs and program specifications using appropriate software language
- Write programs for new applications and update existing applications
- Conduct test plan to examine the accuracy and efficiency of the new/amended applications
- Ensure the software performance and quality conform to regulatory requirement and group standard
- Prepare and update program documentation

Requirements:

- Diploma or above degree in Computer Science, Information Technology or equivalent
- 2 - 5 years of programming experience, preferably in Banking industry or software vendor
- Hands-on experience in PC programming and skillful in .Net and MS SQL
- Knowledge in the following domains will be an advantage: IT Project Management, SDLC, PMP, Agile, Scrum, VBA, JIRA, Confluence, SharePoint, or ITIL
- Logical & analytical skills, good communication skills
- Good command of spoken and written English and Chinese

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Procurement Officer – Technology Department

Responsibilities:

- Perform daily procurement activities on IT equipment, software and licenses, including purchase orders, contracts renewal, evaluating suppliers, cost analysis, etc.

- Monitor the monthly IT expenditures to assure all are within the approved budgets.
- Perform data analysis to reveal trends of IT investment and spending.
- Ensure the procurement process is in compliance with the Bank policies and procedures.
- Handle invoice payments and maintain IT asset inventory and licenses control.
- Manage stock taking & IT asset disposal process and maintain accurate records & documentation for IT asset inventory.
- Other administrative and support tasks as assigned by supervisor.

Requirements:

- Bachelor's degree or above
- 2 years' or above of working experience in procurement, financial management or technology services
- In depth knowledge in Microsoft Excel is preferred
- Diligent, attention to detail
- Good command of spoken and written English and Chinese

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Assistant Vice President – Loans Operation Department

Responsibilities:

- Oversee the operations of Loans Administration and Limit Loading Section
- Plan and organize working procedures to ensure the delivery of efficient and quality loan service
- Closely monitor the performance of Limit Loading, Loans Administration, Data Quality and Project tasks
- Collaborate with Group for system development and project management
- Provide support to contact officers on loan related policy
- Coordinate work of various sections in Loan Operation Department

Requirements:

- Bachelor's degree or above
- Minimum 10 years of relevant experience
- Logical, analytical, and problem-solving skills
- Strong communication and interpersonal skills
- Proficient in spoken and written English and Chinese

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Manager – Corporate & Property Services Department

Responsibilities:

- Responsible for the finance section in the department
- Supervise and handle procurement activities such as purchasing office supplies, printing materials, and other equipment
- Coordinate retention and destruction of archived documents
- Manage sustainability affairs and related reports
- Maintain and manage relationship with service providers and vendors, and conduct Know Your Vendor (KYV) checks
- Support the Bank's transformation projects and system testing
- Provide cross section support within the department whenever required

Requirements:

- Bachelor's degree or above
- 5 years of relevant experience, preferably in banking industry
- Good command of both spoken and written English and Chinese

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OUR BENEFIT

As rewards to high achievers, we offer an attractive remuneration package which includes:

- Performance bonus
- Meal allowance
- Sales incentive
- Provident fund scheme
- Medical coverage
- Paid annual leave
- Education subsidy
- Low-interest staff mortgage plan
- High-yield payroll account
- Wellness allowance