

Senior Associate, Settlement Department

Responsibilities:

- Supervise daily operation of settlement activities for local and global futures, options, and equities.
- Ensure all trade processing and clearing activities are done timely and accurately.
- Monitor other tasks such as trade matching, corporate action, day-end reports.
- Handle client accounts opening
- Handle client instructions and inquiries
- Prepare daily and monthly reconciliation and management report
- Participate in any other ad hoc projects such as UAT, system migration.

Requirements:

- Degree holder or above.
- At least 3 years of settlement experience in HK and/or overseas futures/ options market
- Proficiency in Cantonese and English with knowledge in Mandarin is an advantage
- Self-motivated, willing to learn and work under pressure, independently and multi tasks
- Immediately available will be an advantage