

Project Coordinator

Responsibilities

- Assist project managers to deliver projects on scope, on schedule and within budget and to ensure high user satisfaction
- Communicate and prepare documents and information in line with agreed processes and procedures
- Provide support to internal and external users
- Perform other ad-hoc projects and tasks as assigned

Requirements

- Degree holder or above major in Business Administration or Finance
- A sound knowledge of brokerage industry, clearing, settlement, research or brokerage operations
- Knowledge of asset management, bond trading and fund trading would be an advantage
- Accuracy with high emphasis on attention to detail
- Customer-oriented and ability to work successfully as part of a team
- Innovative problem solving and numerical skill
- Good command of spoken and written in English, Cantonese and Mandarin
- Strong communication skills are crucial for this role, as the successful applicant will be working on various projects at different stages of their cycle at any one time
- Fresh graduate will be considered

To Apply:

We offer attractive package including medical insurance scheme and good career prospects to the right candidate. Interested parties please send your application to hr@infocast.com.hk

For more Company information, please feel free to visit our website at www.infocast.com.hk and www.infocastFN.com.

All information received will be kept strictly confidential and only for employment-related purposes.