

CLC established in 2012 in Hong Kong, by team of professionals and a private equity fund. The company was founded to provide a range of financial services including principle investment, financial advisory, IPO sponsorship, security and future brokerage, asset management. We are committed to continuously improving our operations to deliver highest quality of service to our client. We encourage our team members to think strategically, act as an owner and voice her/his opinion about any work related matters.

Compliance Analyst (Intern)

In order to nourish young professionals in the investment banking industry, we have been seeking potential graduates in prestigious institutions and going to launch this program to cope with the rapid business growth.

Responsibilities

- Mainly analyse different compliance documentation for the team
- Participating in compliance risk assessments and analysis of the compliance environment and controls for a line of business
- Perform client account maintenance and ensure information is accurately updated
- Carry out the review on account documentations independently
- Ensure client account documentations comply with internal guidelines and SFC regulations
- Analysing regulations, rules and various proposals; drafting and coordinating regulatory updates and compliance bulletins
- Reviewing and drafting policies, procedures, compliance manuals and training materials
- Assisting a business with its launch of new products
- Participate in other ad-hoc task as required

Requirements

- Degree holder in Law, Business, Finance or related disciplines
- Track record of academic excellence
- Strong communication, multitasking, prioritization and analytical skills
- Proficient in the use of Excel, Microsoft Word, PowerPoint or other computer software
- Strong verbal and written English skills are a must, proficiency in Mandarin will be an advantage
- Able to work at least 2 days in a week

Offers

- Internship allowance package
- An experienced mentor who will give you useful tutoring, advice and encouragement

To be successful in these roles it is envisaged you are an open-minded and initiative-taking individual eager to contribute and grow with the group. Factors critical to your ability to perform these roles include your attention to detail, willingness to act like an owner, diagnosis to root causes, and team focus.

We are an equal opportunity employer.

Please send full resume with current and expected salary and available date to hr@clchk.com.

Data collected will be kept in strict confidence and used for recruitment purposes only.

CLC Group Limited

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