

<b>Job Title :</b>	<b>Personal Banker Trainee</b>
<b>Unit/Department :</b>	Consumer Banking Center
<b>Job Status :</b>	Full Time
<b>Main Responsibilities :</b>	
<ul style="list-style-type: none"> <li>- Achieve sales targets by actively promoting our products and services to our customers</li> <li>- Handle general inquires and complaints</li> <li>- Perform other service-related duties as assigned by the Banking Center Manager</li> </ul>	
<b>Requirements :</b>	
<ul style="list-style-type: none"> <li>- Degree holder or above</li> <li>- Sales-driven, result-oriented and be able to work under pressure</li> <li>- Good spoken English and Cantonese, proficient in Putonghua is a plus</li> <li>- Good computer skills</li> </ul>	

<b>Job Title :</b>	<b>Teller</b>
<b>Unit/Department :</b>	Consumer Banking Center
<b>Job Status :</b>	Full Time
<b>Main Responsibilities :</b>	
<ul style="list-style-type: none"> <li>- Perform general teller duties over counter</li> <li>- Cross-sell consumer banking products and refer customers to Personal Banker whenever opportunities arise</li> </ul>	
<b>Requirements :</b>	
<ul style="list-style-type: none"> <li>- Secondary education or above</li> <li>- Min.1 year related experience gained preferably from servicing or hospitality industries</li> <li>- Fresh graduates or Candidates with no experience in banking/hospitality industry are welcome to apply for Teller Trainee</li> </ul>	

<b>Job Title :</b>	<b>Banking Sales Support</b>
<b>Unit/Department :</b>	Consumer Banking Center
<b>Job Status :</b>	Full Time
<b>Main Responsibilities :</b>	
<ul style="list-style-type: none"> <li>- Provide administrative support in branch, included opening bank accounts for customers</li> <li>- Act as a back-up teller when she/he is on vacation</li> <li>- Positive customer service attitude and attentive to details</li> <li>- Promote banking products and provide timely quality counter services to meet the banking centre service goal</li> </ul>	
<b>Requirements :</b>	
<ul style="list-style-type: none"> <li>- Post secondary education with at least 1 year experience in counter services preferred for teller post</li> <li>- Excellent interpersonal skills and able to work under pressure</li> <li>- Excellent command of English and Chinese, knowledge of Putonghua is an advantage</li> <li>- Excellent command of MS Words and Excel</li> </ul>	

<b>Job Title :</b>	<b>Relationship Manager</b>
<b>Unit/Department :</b>	Commercial Banking
<b>Job Status :</b>	Full Time
<b>Main Responsibilities :</b>	
<ul style="list-style-type: none"> <li>- Manage a portfolio of commercial clients who need financial services and customized products to meet their financial needs</li> <li>- Prospect and generate new business by focusing on enhancing existing relationships, and identifying opportunities for uptiering</li> <li>- Interview prospective clients to collect information concerning their business needs, desires, abilities, and earnings to determine the business opportunities</li> <li>- Use analytical skills and knowledge of credit policies required to evaluate the financial condition of the clients, make credit recommendations for Management's approval</li> </ul>	
<b>Requirements :</b>	
<ul style="list-style-type: none"> <li>- Degree holder in Business, Accounting or related disciplines</li> <li>- Team player and be able to work independently. Self-motivated with proactive working attitude</li> <li>- Good interpersonal skills and be able to work under pressure</li> <li>- Good communication skills in both English and Chinese (Cantonese &amp; Putonghua)</li> </ul>	

To apply, please send your full resume with expected salary via [recruitmacau@asia.ccb.com](mailto:recruitmacau@asia.ccb.com) on or before 20 May 2011.