

## Operations & Technology Division

### OUR OPPORTUNITIES

#### **Deputy Head – Operations & Technology Division (Ref: O/OPD-DH-20210108)**

##### **Responsibilities:**

- Planning, organizing and overseeing the organization's processes to balance the efficiency and the risk control
- Incorporation of the technology into the operations, work flow for forming Intelligent Operations
- Capability of providing insights for business and management through the data analytics process
- Overseeing the operational procedures in compliance with organization strategy, guideline and policy
- Assistance for the work of supervision and administration of departments under the Operations & Technology Division (O&T)

##### **Requirements:**

- Degree holder in Business studies or Computer Science
- At least 10 years' banking experience, with skills of internal control, operational risk management knowledge and IT solutioning
- Self-motivated, independent with strong communication skills
- Strong level of written and spoken English and Chinese
- Experience in the work of Excellent Service Quality
- Willing to work under pressure and meet submission deadline

#### **Notary Representative – Loans Operation Department (Ref: O/LOD-NR-20210108)**

##### **Responsibilities:**

- Perform as Representative of the Bank in Notary Office
- Process notary related duty for mortgage cases
- Follow up perfection of new mortgages
- Arrange schedule for notary related duty

##### **Requirements:**

- Bachelor's holder or above
- 10 years of working experience, preferably in relevant experience
- Knowledge of conveyancing and assignment procedures
- Reliable and with good judgement
- Good command of English and Chinese

#### **Assistant Officer – Central Control Department (Ref: O/CCD-AO-20210108)**

##### **Responsibilities:**

- Perform Account Opening in Bank's System

- Process autopay transaction data for customers
- Ensure accuracy of account data in system
- Conduct negative checking and verify customer statement
- Respond to regular and ad hoc enquires

**Requirements:**

- Bachelor's degree or above
- Preferably in relevant working experience
- Good judgment & analytical skill
- Good command of English and Chinese

**事務員 – 總務部 (Ref: O/GAD-OA-20210108)**

**工作職責:**

- 提供辦公室支援服務，包括分發及派送內部文件
- 負責公司各類信函之交收工作
- 處理內外信件之往來記錄
- 操作公司之自動入信機
- 處理公司郵遞工作的報銷事宜
- 協助外勤事務及其他雜務工作

**工作需求:**

- 具一年相關工作經驗
- 人品正直，有責任心，刻苦耐勞，守時
- 認識基本電腦操作
- 操流利廣東話及認識簡單英語

**OUR BENEFITS**

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

- Year-end bonus plus performance bonus
- Meal allowance
- Medical coverage
- Life insurance
- High-yield payroll account
- Low-interest staff mortgage plan
- Provident fund scheme
- Paid annual leave
- Education allowance
- Sales incentive

**HOW TO APPLY**

If you would like to head start your career in a fast growing organization, please send your application with position reference no. and your recent photo to our bank:

By Mail: Human Resources Department  
OCBC Wing Hang Bank Limited  
241 Avenida de Almeida Ribeiro, Macau

By E-mail: [career\\_mac@ocbcwh.com](mailto:career_mac@ocbcwh.com)

**\*Personal data collected will be kept confidential and used for recruitment purpose only.**

**2021-01-08**