

**Services Officer / Senior Services Officer, Channel & Wealth Management****Responsibilities:**

- Handle daily financial transactions and ensure the correctness and accuracy of all transactions
- Provide accurate information to potential and existing customers
- Process all customer instructions strictly in adherence to Bank policies and procedures
- Co-ordinate with related departments to ensure any promises made to customers can be delivered on time
- Provide counter services account opening and other job duties as assigned
- Promote and cross sell general banking products to customers

Requirements:

- F5 or above with passes in HKCEE including Chinese, English and Mathematics
- Minimum 1-2 years' teller experience.
- Understand relevant policies and procedures of the Bank as well as regulatory requirements
- Good communication skills
- Conversant in English, Mandarin speaking is an advantage
- PC knowledge
- English & Chinese typing
- Service-oriented
- TR and RI is an advantage