

Client Service Executive, Financial Services, Hong Kong

- Based in Hong Kong

- Salary Package: HK\$600,000 a year

ERLMS Limited is a professional management consulting firm specialising in providing Business Management Tools, and Organisational, Human Resource Management Consulting and Executive Search Services to companies worldwide.

Our client, an internationally operated financial services institution holds one of the strongest brands and reputations in the global marketplace. Specialising in the high net worth market, the group advises individual, corporate and institutional investors in the fields of financial planning, funds management, equities, retirement and investment banking solutions.

To assist with their growth and to allow them to continue to service their clients with that special personal touch, they now have the need for a Client Service Executive.

Reporting to the Client Service Manager, your primary role includes:

- Be at the front face of the business talking with clients and third party providers daily.
- Manage the implementation, cash flow and settlement of investment products.
- Work with other internal client service executives, para-planners and key financial advisors to ensure a smooth running process for all clients.
- Achieve quality outcomes to meet client requests.

Work Experience and Skill Requirements from the individual:

- Commerce or business related diploma qualification.
- Must be a team player and is detail oriented.
- Have a minimum of 8 years banking and lending reconciliation and cheque settlement skills.
- Excellent communication and inter personal skills.
- Possess the maturity to know how to deal with a broad variety of clients and difficult situations.
- Good spoken English, Cantonese and Mandarin required.

To apply, please email your resume with a covering letter explaining your suitability for the position to ERLMS Limited on executivesearch@erlms.com. Please also indicate your current and expected salary package.

ERLMS Limited

Management Consulting & Services

All information collected is solely for recruitment purpose and will be treated in the strictest confidence.