Minority Asset Management Campus Recruitment:

<u>Operation Officer</u>

Responsibilities:

• Handle daily fund operation work, including but not limited to trade capture, settlements, corporate action processing, stock loan booking, cash management, payments, cash fee/financing monitoring and position reconciliation, etc.
• Optimize/simplify the operation process using Python programing.
• Assist fund administrator in daily reconciliation of cash, positions and P&L.
• Support other general office administration tasks.
• Assign to analytical project based on performance and experience.

Requirements: (Work Permission Only)

• Degree holder with major related to Finance, Business, Computer Science.
• Detailed oriented and with a strong work ethic.
• Proficient in MS Excel, Word, PowerPoint and Python.
• Proficient in written and spoken English, Cantonese and Mandarin.

Minority Asset Management was founded by a group of professionals with more than 20 years' experience in China equity market. We have confidence in our ability to provide high quality asset management service in Hong Kong for clients interested in China assets. (www.minorityam.com), if you are interested to this position, please send your CV to: hr@minorityam.com