

## Fusion Bank Limited

### About the company

Fusion Bank Limited ("Fusion Bank") is a licensed virtual bank in Hong Kong and a joint venture between Tencent Holdings Limited, Industrial and Commercial Bank of China (Asia) Limited, Hong Kong Exchanges and Clearing Limited, Hillhouse Capital and renowned Hong Kong entrepreneur Mr. Adrian Cheng (invested via investment entity – Perfect Ridge Limited), each bringing unique expertise, experience and insight to the partnership.

### Internship Information

1 year contract  
Full-time  
Annual Leave – 12 days p.a.  
Banking Holidays  
MPF  
Medical insurance

**Name of Department(s) offering internship positions:**  
Human Resources & Administration Department

**Internship Duration:** (12 ) months

**Internship Period:** ( 2 ) / 2022 – ( 2 ) / 2023

### Intern's Job Description

#### Job Duties:

Working in the Human Resources team, you will be serving the internal and external clients who are fin-tech professionals who are committed to bring financial inclusion, unique user experience and innovative financial technology to deliver the following duties:

- Provide support on recruitment related matters, including but not limited to, interviews arrangement, preparation of job description, job posting, initiate and follow up of employees' background check, preparation of employment contracts etc.
- Assist to conduct new hire orientation and ensure the on-boarding formalities are well completed.
- Review the current work processes and provide innovative solutions to streamline the work processes with higher effectiveness and efficiency.
- Handle the full cycle of probation review, includes communication with line manager and staff, make sure the process is completed on time.
- Coordinate HR regular meetings.
- Assist in proper employee data keeping and management with the aid of finance technology.
- Other ad-hoc projects when required.

#### Requirements:

- (A) Education Background:
  - Undergraduate
- (B) Discipline Preferred:
  - Human Resources / Management / BBA / Business studies
- (C) Technical Skills:
  - PC skills - Excel, PPT, Word
- (D) Language Proficiency:
  - Fluent in spoken and written Chinese ( including Putonghua) and English
- (E) Others:
  - Self-motivated
  - Organized
  - Detail-oriented
  - Team player
  - Pleasant presentation / communication skills

Enquiry email (if any): [Recruitment@fusionbank.com](mailto:Recruitment@fusionbank.com)

To apply, please submit your CV with information on 1) Department of position you applied 2) your availability to email: [Recruitment@fusionbank.com](mailto:Recruitment@fusionbank.com). Applicants who are not contacted within one month may consider their applications for the specified position unsuccessful.

All information provided by applicants will be used only for recruitment purposes and will be used strictly in accordance with the Bank's personal data policies, a copy of which may be obtained by the applicant upon request. Unless otherwise instructed in writing by the applicant concerned, applicants may be considered for other suitable positions within the Bank. The personal data of unsuccessful job applicants may be retained for a maximum of two years from the date when the job application is rejected and such data may be retained for a longer period if there is a subsisting reason that obliges the Bank to do so, after which the personal data will be destroyed.