

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 Administration team, you will be serving the internal 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 administrative support at Reception including but not limited to schedule meetings, greeting visitors, answer enquires, on boarding /off boarding arrangement, coordinate and communicate with different departments etc.
- Evaluate the current work processes and provide creative solutions for process improvements under the fin-tech edge.
- Assist in preparing Administration operation guidelines, procedures, survey, Q & A etc.
- Perform clerical duties such as Process invoices, payments, notices, data input, reimbursement for management etc.
- Assist in providing and updating monthly reports
- Assist in providing Occupational Health and Safety activities according to Labour Law

Requirements:

- (A) Education Background:
 - University Students
- (B) Discipline Preferred:
 - Good Manner
 - Team work
- (C) Technical Skills:
 - MS Office , PPT, Chinese Typing
- (D) Language Proficiency:
 - Good Mandarin
 - Fluent Cantonese
 - Good English
- (E) Others:
 -

FINTECH CAREER ACCELERATOR SCHEME 2022/23

- Assist in company stocktaking, relocation projects, facility maintenance services etc.
- Assist in any Company Events
- Other Ad-hoc projects as assigned by Admin Manager/ Officer

Enquiry email (if any): 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. 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.