

## 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 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 in relation to all-rounded Human Resources duties including compensation & benefits, employee relations, company activities, leave and attendance record etc.
- With the aid of financial technology, assist to maintain and update all employee records including the personal information, movement and transfer record in HR related systems.
- Handle staff enquiries and support the HR system implementation and enhancement projects

#### Requirements:

- (A) Education Background:
  - Undergraduate
- (B) Discipline Preferred:
  - Human Resources Management or business related discipline
- (C) Technical Skills:
  - Familiar in MS Office, including Word, Excel and PowerPoint
- (D) Language Proficiency:
  - Proficiency in both written and spoken English, Cantonese and Mandarin
- (E) Others:
  - Strong sense of responsibility, hardworking and detail minded

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.