

China Construction Bank Corporation Macau Branch

Consumer Banking

Personal Banker

Responsibilities:

1. Responsible for promoting the bank's products and services so as to achieve the desired sales targets
2. Handle general inquiries and complaints
3. Conduct and participate in outbound sales activities for business solicitation

Requirements:

1. A degree graduate in Business/Finance discipline
2. Minimum 1 year of related experience
3. Sales-driven, result-oriented and be able to work under pressure
4. Accredited with regulator's requirements on provision and distribution of financial products
5. Good communication skill in English and Cantonese, knowledge of Putonghua an advantage

Teller

Responsibilities:

1. Handle daily counter transaction and enquiries accurately to meet customers' needs
2. Promote banking products and provide timely quality counter services to meet the banking center service goal
3. Positive customer service attitude and attentive to details

Requirements:

1. Post-secondary education with at least 1 year's teller experience
2. Good communication skill in English and Cantonese, knowledge of Putonghua an advantage

Others:

Clerk/Senior Clerk

Responsibilities:

1. Assist in preparation of the regularity reports and involve in the execution of daily activities
2. Provide technical advices to customers and assist in preparing documentation and correspondences
3. Support and participate in various ad hoc assignments as required

Requirements:

1. University degree preferred with at least 2 year's relevant experience in banking field
2. Good analytical skill and sound communication skill
3. Self-motivated, client focused and attentive to details
4. Efficient and accurate processing of operational functions with strong sense of responsibility
5. Able to work under pressure and willing to work overtime
6. Good command of both spoken and written English and Chinese, Putonghua is an advantage
7. Proficient in MS office applications, including Chinese word processing