

About Crédit Agricole Corporate and Investment Bank (Crédit Agricole CIB)

Crédit Agricole CIB is the corporate and investment banking arm of Crédit Agricole Group, the 12th largest banking group worldwide in terms of tier 1 capital (The Banker, July 2021). Nearly 8,600 employees across Europe, the Americas, Asia-Pacific, the Middle East and Africa support the Bank's clients, meeting their financial needs throughout the world. Crédit Agricole CIB offers its large corporate and institutional clients a range of products and services in capital markets activities, investment banking, structured finance, commercial banking and international trade. The Bank is a pioneer in the area of climate finance, and is currently a market leader in this segment with a complete offer for all its clients.

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KYC Trainee (One Year Contract)

Summary

We are hiring a Trainee in our Agency & Middle Office – KYC Team and s/he will be responsible for performing maker and adviser roles for Know Your Customer (“KYC”) files of Hong Kong Branch and for assisting Relationship Managers and Product Lines (together “RMs”) in performing data collection, data capture and KYC due diligence checking on customers.

This position is for those who have already completed their graduation requirement by December 2021 and **are ready to start working in January 2022.**

Key Responsibilities

As a KYC maker assisting RMs in performing KYC functions (on-boarding, periodic review, modification and closure).

The key responsibilities include:

- To take ownership for maintaining a high standard of accuracy throughout all stages of the KYC process
- To gather KYC documentation from internal and public information sources
- To liaise with clients and/or prepare draft e-mails to clients to assist RMs in collecting KYC documents
- To follow up and support questions from clients directly in relation to KYC data collection
- To assist RMs in preparing draft WRM memos with non-compliance risks
- To provide suggestions and solutions to FO for alternative documents which can fulfill the KYC requirements
- To analyse the AML & CTF risk of FS triggers such as PEP, adverse information, business exposure in Tier 3/4 & sanctioned countries and under-watch activities;
- To conduct KYC checking by using different name screening tools;
- To analyse KYC documentation and capture database input;
- To coordinate with RMs, Financial Security, (Global Referential Management) GRM HO, GRM Singapore and other internal departments on completion of KYC
- To liaise with internal departments, GRM HO and GRM Singapore on interpretation, clarification and implementation of KYC rules, guidelines, procedures, systems & project handling
- To update KYC status reports and related databases
- To make contribution to a positive, supporting and proactive working culture by sharing KYC knowledge and expertise from both local and global regulatory requirements

Different types of counterparts (e.g. listed/unlisted corporates, funds, SPVs, etc.) with different relationship types (e.g. borrower, guarantor, securities issuer, sponsor, etc.) are involved. The RMs are located in Hong Kong and from various business lines.

Requirements

- Bachelor graduates preferably in Business Administration, Finance, Accounting or related disciplines with less than 12 months' full-time experiences
- Internship experiences in handling KYC is preferred
- Good analytical skills, meticulous and interest in documentation review
- Strong organizational skills with excellent attention to detail
- Good interpersonal skills, willing-to-learn attitude and hard working

- Good computer skills in Excel, MS words and Adobe
- Good initiative, self-motivated and ability to work independently
- Able to work under pressure
- Good communication skills both in English and Cantonese, additional proficiency in Mandarin preferable

Application Method

For Interested candidates, please apply on our [Career Website](#). A rewarding package will be offered to successful candidate. We also provide you with medical, life insurance benefits and provident fund scheme.

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Research Trainee for Global Markets (One Year Contract)

Summary

Playing a supporting role to the GMD Research team. Economist/strategist assisting economic, rates and FX fundamental analysis for Asia ex. Japan markets with a focus on China.

The ideal candidate should complete their Master/Bachelor Degree requirements by December 2021 and is available to start the position in February 2022.

Key Responsibilities

Based in Hong Kong, the research trainee provides research supports to Asia ex. Japan Research team, with major responsibilities relating to:

- Participation in team's research publication (including both periodical publications and thematic topics on China and Asia).
- Build and maintain macro database and provide in-depth data analysis.
- Assisting team development of quantitative research models, macro forecasts and investment recommendations.
- Close interaction with Asian and global research team and sales/traders.
- Other supportive functions to the team as needed.

Requirements

- Bachelor / Master degree in Economics with less than 12 months' full-time experiences
- Previous internship experiences in macro research preferred but not required
- General knowledge of Asia macro and financial markets
- Strong interests in macro research and financial markets
- Outstanding quantitative skills and attention to details
- Strong team player
- Ability to multi-tasking and work under tight deadlines
- Outstanding quantitative skills and attention to details
- Fluency in written and spoken English and Mandarin

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Server Support Trainee (One Year Contract)

Summary

Assist in daily operation related to Windows Server Support and Administration.

Key Responsibilities

- To perform system administration's tasks such as server deployment, upgrade, patch installation, tuning and daily user accounts administration.
- To provide quality follow-up and management on IT related incidents
- To coordinate with local and regional IT teams for project implementations and regional development
- To review and analyze, on regular basis, security logging, and antivirus protection status.
- To create/update system and project documentation, and operational procedures
- To work overtime for supporting tight management deadlines when necessary
- To work with various IT support teams to identify and resolve issues, implement enhancement and improvement on IT Infrastructure.

Requirements

- Fresh graduate in Engineering/Science with less than 12 months' full-time experiences
- Good knowledge of Windows products like Windows 10, Windows server, Linux, Microsoft Office is a plus
- Scripting skill like Powershell, Python etc is a plus
- Pro-active, swift, analytical, rigorous, able to multitask and work under pressure
- Quick learner, critical thinking and ability to comprehend and translate processes and ideas
- Good communication in English. Able to guide non-technical user in simple language.
- Responsible, self-driven; and act prudently

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Syndicate Trainee (One Year Contract)

Start date: Beginning of February 2022 (candidates should have completed their graduation requirement before January 2022 and be ready to start working in February)

Summary

Responsible for supporting the execution of new issue bond transactions (public benchmark and private placements) and hedging transactions if required within authorised trading limits on the Flow Trading Primary desk / PMEM, i.e. the risk parameters and designated currency and product limits. In order to maximise revenues within pre-established limits and objectives.

Trades are predominantly in USD, Euro and CNY but could be denominated in any authorised currencies if necessary. In addition the Syndicate manager will be expected to trade our other books in support if required. Products will include all types of bonds.

Liaising with the CACIB sales, DCM and Coverage network to provide CACIB global customer base with a superior service and expertise for pricing, risk manage and placement strategy of Asian benchmark transactions

Within the parameters of the overall business strategy of CA-CIB and other agreed policies, the candidate is empowered to implement the strategy and business plans within the business line, as decided by the Global co-Head of MTNs & Private Placements and Head of Asian Syndicate

Key Responsibilities

- Assist the business activity of the Flow Trading Primary desk / PMEM
- Support the pricing and execution of new issues transactions (public benchmark and private placement) in accordance with established risk management procedures and risk parameters, and ensure best service to our issuers and investor base
- Assist in liaising with the CACIB Sales and DCM Network, to provide the whole customer base with expertise for originating, distributing, pricing, and risk management solutions
- Be aware of all economic and financial data likely to affect the market and keep updated on market changes.
- Develop the flow activity (short dated, CDs, CPs, ...)
- Keep abreast of the markets by reading the financial press and available economic research.
- Input all executed trades directly into the Front Office Systems in a timely manner and look after the good running of the day to day operations of the desk
- Produce daily & weekly newsletters as well as required reporting and analytics
- Assist in booking of transactions

Requirements

- Master/ Bachelor degree holders in Finance with less than 12 months' full time experience
- Internship Experience in financial products related primary trading with a strong focus on primary market dynamic preferred
- Team oriented, excellent communication skills, ability to remain calm under pressure.
- Knowledge of bond and financial derivatives including secondary market liquidity
- IT and eBusiness literate
- Fluent in English and Mandarin

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Trainee, Capital Markets Operations (One Year Contract)

This trainee position provides you opportunity to gain operations experience in the Capital Markets Department which is responsible for all the operational support functions (Middle and Back Office) supporting market activities. You will develop various skills: knowledge of financial products and financial market environment.

Candidates with immediate availability are preferred, we will also consider those who will be completing their graduation requirement by end of 2021 and ready to start working in December 2021 / January 2022.

Key Responsibilities

- Assist in the day-to-day support of the capital market Back Office activities with focus on accuracy and completeness
- Conduct study, investigation or other ad-hoc assignments as directed by the team head
- Engages in direct contact with internal or external clients to ensure quality and timely services in trade support / processing and inquiries are provided.
- Handle daily reporting for internal control
- Work with senior staff to update/establish working procedures
- Inform team leader of unusual booking and settlement matters when identified.

Requirements

- Recent university graduates with less than 12 months of working experience
- Understanding of financial markets fundamentals
- Knowledge of financial products
- Good judgment, alertness and common sense
- Good analytical, organizational and interpersonal skill
- Comfortable with multi-tasking and able to work under pressure
- Able to work independently with minimal supervision
- Fluent in English
- Solid computer skills, with a good knowledge of Microsoft Office Application
- Willing to work on holidays or overtime while overseas or international markets are open
- Perfectly at ease in a multi-cultural environment

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Trainee, Credit Coordinator for Global Markets (One Year Contract)

The ideal candidate should complete their Master/Bachelor Degree requirements by December 2021 and is available to start the position in February 2022.

Key Responsibilities

Pre-screening and Liaison

- Assist in processing/ pre-screening GMD credit requests (e.g. check and rectify information in GMD request memo, suggest mitigants, update status in GMD CC intranet, etc.) to ensure the requests are justified from both credit and business perspectives, before submitting to the relevant parties for approval.
- Assist in follow up with RPC, Coverage/ FIG, CMLD and Collateral Management etc. to facilitate and accelerate review and approval of the GMD Requests.
- Assist in following up credit issues and queries on credit limits, issues, doc status, etc.)

Monitoring

- Prepare monthly log of GMD credit lines requests for proactive follow up of the pending requests with the relevant parties.
- Prepare monthly log of GMD documentation requests for active management of the requests, and bi-weekly report and minutes on High priority documentation requests.
- Prepare regular reporting, such as monthly MTM reporting on the sensitive counterparties.

Requirements

- Bachelor or Master degree in Finance, Banking or Accounting with less than 12 months' full-time experiences
- Basic knowledge / internship experience in global markets or credit analysis preferred
- Good interpersonal and communication skills
- Able to work independently and under pressure, and good multi-tasks management
- Team player
- Fluent in English and Chinese, and good written skills

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