

# 中國建設銀行股份有限公司澳門分行

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

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