

Malayan Banking Berhad ("Maybank")

## About Maybank - Humanising Financial Services

Maybank is a leading banking group in South East Asia and is the leading financial services provider in Malaysia catering to the needs of consumers, investors, entrepreneurs, non-profit organisations and corporations. The Maybank Group has an international network of 2,400 offices in 20 countries namely Malaysia, Singapore, Indonesia, Philippines, Brunei Darussalam, Vietnam, Cambodia, Thailand, Papua New Guinea, Hong Kong and People's Republic of China, Bahrain, Uzbekistan, Myanmar, Laos, Pakistan, India, Saudi Arabia, Great Britain and the United States of America. The Group offers an extensive range of products and services, which includes consumer and corporate banking, investment banking, Islamic banking, stock broking, insurance and takaful and asset management. We are employing over 47,000 Maybankers and serving over 22 million customers worldwide. ([www.maybank.com](http://www.maybank.com))

## 2021 Banking Talent Programme (New positions added)

Programme Key Information:

- Six-month contract period from 1 September 2021 to 28 February 2022
- Application open to students graduating with a bachelor's degree in **2021** from universities in HK or overseas with Hong Kong residents that are lawfully employable/allowed to work in HK

### Post One: Corporate Banking Department

#### Position: Corporate Banking Analyst

You will be responsible for .....

- Support Corporate Banking business in different area of products.
- Familiarize with the on-boarding process for new customers by learning to perform Know Your Customer and Customer Due Diligence for new and existing clients.
- To build rapport with internal stakeholders and product partners
- To learn to perform analysis on deals, e.g. projected cash flow of customer, Risk Rating, pricing, prepare term sheets
- To learn to write credit papers for deals and support on obtain relevant information and documents
- To conduct credit analysis and learn thorough assessment of customer's ability to repay loan
- To support on execution of deals and ensure all documentations are in place
- To learn relevant rules and regulations and compliance with both internal and external policies

To be successful, you will need to have.....

- Degree in Accountancy, Finance, Economics, Business Administration or related discipline
- Performance-driven and detail-oriented
- Able to work independently
- Must be good in written and spoken English. Mandarin speaker is an advantage

## **Post Two: Client On Boarding Department**

### **Position: KYC Analyst**

#### **You will be responsible for .....**

- Review the profiles of the bank's clients from various business lines including Corporates, Financial Institutions and Individuals
- Conduct client due diligence risk assessment of the clients
- Conduct AML name screening on the clients and their connected persons and discount alerts if applicable
- Provide support to the Client On-boarding Department on other client due diligence tasks

#### **To be successful, you will need to have.....**

- Degree in Finance, Business Administration or related discipline
- Performance-driven and detail-oriented
- Good interpersonal skills and good analytical skills
- Proficient in Microsoft Office especially Excel
- Fluent in written and spoken English. Mandarin speaker is an advantage

## **Post Three: Human Capital Department**

### **Position: Executive, Human Capital**

#### **You will be responsible for.....**

- Provide support in full spectrum of human resources functions including recruitment, compensation and benefits administration, employee relationship, performance management, learning & development, etc.
- Responsible for data consolidation and analysis, and prepare regular and ad hoc reports for local and regulatory requirements
- Update/maintain personnel record in HR system
- provide support to the team and assist in ad-hoc projects

#### **To be successful, you will need to have .....**

- Degree in Human Resources Management, Business Administration or related discipline
- Self-motivated, proactive and detail-oriented
- Good interpersonal skills and good analytical skills
- Proficient in Microsoft Office especially Excel
- Fluent in written and spoken English and Chinese

## **Post Four: Compliance Department**

### **Position: Compliance Analyst**

#### **You will need to have.....**

- Degree holder in Business Administration, Commerce, Law or related discipline
- Some Internship experience in financial industry is an advantage
- Detail-minded and possess good interpersonal skill
- Good analytical thinking, innovative and forward-thinking
- Fluent in English, Cantonese and Mandarin
- Graduates in 2021 with a bachelor’s degree and are lawfully employable/allowed to work in Hong Kong

#### **You will be responsible for.....**

- To assist in review policies related to managing regulatory and compliance risks in course of ordinary business, licensing and registration, continuous professional training
- Conduct review to ensure meeting the regulatory requirements in various aspects, e.g. continuous professional training, licensing and registration, etc
- Compile compliance reports, regulatory surveys
- Maintain the register for circulars and guidelines received from local regulators and monitor the status of implementation
- Assist with the review of new accounts and period review of existing accounts from a financial crime perspective
- Ad-hoc tasks as directed by the Head of Compliance or Manager

## **Post Five: Transaction Banking Department**

### **Position: Transaction Banking Analyst**

#### **You will need to have.....**

- Degree holder in Finance, Business Administration, Commerce, Economics or related discipline
- Some Internship experience in financial industry is an advantage
- Proactive and determined with strong interpersonal and communication skills
- Good analytical thinking, dynamic, innovative and forward-thinking
- Customer-oriented and good team player
- Fluent in English and Mandarin is a must
- Graduates in 2021 with a bachelor’s degree and are lawfully employable/allowed to work in Hong Kong

#### **You will be responsible for.....**

- To support the development of transaction Banking business in Greater China
- To coordinate and support the team on execution role
- Perform customer support and work with other team member to foster an effective partnership to our clients in Greater China
- To align with internal stakeholders to conduct due diligence and prepare credit proposal

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Start your career with Maybank, please indicate which position you wish to apply and email us your resume (in Word Document) including your salary expectation to Human Capital at email address: [hr.recruit2@maybank.com.hk](mailto:hr.recruit2@maybank.com.hk).

(Personal data provided in the employment applications will be treated in strict confidential and used in strict confidence and used only for recruitment purpose. All unsuccessful applications will be destroyed upon completion of the process.)