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- Competitive base salary
- Performance related bonus
- Competitive pension scheme
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- Comprehensive health insurance
- Share purchase plan
- Exceptional training and career development opportunities



Project & Administration Officer

Retail Banking & Wealth Management

Closing date 25 January 2013

HSBC Bank Bermuda Limited is seeking a driven individual who will be responsible for project management and administrative support for the Retail Banking & Wealth Management division.

Major responsibilities

- Provides project management and/or project management support of a less complex nature for Retail Banking & Wealth Management, ensuring timely and accurate responses to business and/or functional unit needs; provides recommendations to management regarding resources (people, financial, tools, etc.) required to complete projects.
- Has knowledge and understanding of Business Instruction Manuals and Functional Instruction Manuals according to HSBC Standards; solicits and obtains management authorization for development and enhancement of new and/or existing business processes.
- Works with internal business partners to ensure timely turnaround in relation to customer complaints, billing/invoices, purchasing and/or maintenance of office supplies and equipment etc.; coordinates training for Retail Banking & Wealth Management employees.
- Provides executive and administrative support to the Head(s) of Business. This will include but is not limited to coordinating schedules, calendars, travel arrangements, business expenses, business meetings, minutes and attendance administration.

Minimum qualifications

- Bachelor's Degree in business or a related field, or equivalent experience
- A minimum of two years project management experience, with the ability to lead small projects with minimal direction/supervision
- Strong analytical, interpersonal, presentation, written and verbal communication skills, and an ability to manage multiple priorities simultaneously.
- Excellent time management and organizational skills

Interested applicants are invited to apply by sending your résumé and covering letter to:

Fax: 279 5826

Email: recruitment.dept@hsbc.bm

*Recruitment Department
Human Resources
HSBC, Harbourview Centre
37 Front Street, Hamilton HM11*

Application forms are available in all HSBC branches and at www.hsbc.bm

All enquiries will be held in strict confidence.

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