

Client Service and Propositions Manager

Asset Management

Closing date: December 3, 2015

HSBC Bank Bermuda Limited is seeking a highly motivated and self-driver individual for the position of Client Service and Proposition Manager. The successful candidate will report to the Head of Asset Management.

The role primary objective will be to manage the relationships with clients invested in the strategies managed by HSBC Global Asset Management and implement marketing and communications programs for all client segments.

Major responsibilities

- Responsible for developing and implementing marketing strategy by providing support in all phases of client service, relationship building with internal and external clients, and account maintenance.
- Provide support in all phases of client service, relationship building with internal and external clients, and account maintenance to assist the business activities
- Keep management team aware of any potential issues and risks as well as suggesting solutions for problem resolution and recommend improvements to operations to mitigate risk and improve the quality of the client service delivery model.
- Ensure required client / account documentation (including KYC/CDD) is completed and all files are maintained according to required internal and regulatory standards.

Minimum qualifications

- University degree, in Business / Finance or related discipline preferred
- Minimum of five years of experience in financial services, preferably with a sound knowledge of financial instruments
- Knowledge of investment products a plus
- Excellent project management, marketing and communications knowledge
- Proven ability to develop sophisticated presentations for institutional client base
- Advanced power point skills is essential
- Experience in working with senior level clients and senior management

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

Email:
recruitment.dept@hsbc.bm

Fax: 299 6524

Post: Recruitment Department,
Human Resources, HSBC
Bank Bermuda Limited, 37
Front Street, Hamilton HM 11

Application forms are available in all HSBC branches and at www.hsbc.bm. All enquiries will be held in strict confidence.

