

HSBC, Bermuda's largest private employer, offers an attractive benefits package including:

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



Client Service Associate

Global Asset Management

Closing date 15 September 2011

HSBC Bank of Bermuda Limited is seeking a dynamic individual who will be responsible for providing support in all phases of client service and account maintenance to assist the business activities of HSBC's asset management business.

Major responsibilities

- Assist with the period-end client reporting for designated client accounts and assist other team members when necessary to ensure a timely reporting cycle
- Serve as a dedicated point of contact for clients, responding to client queries and performing direct client visits on a periodic basis
- Ensure the timely resolution of any client-related issue and act as a liaison for the department in order to resolve and follow-up on any outstanding issues
- 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 quality
- Support business development team in data gathering and analysis on an ad hoc basis

Minimum qualifications

- University degree or equivalent with a minimum of 3 years in banking or investment environment
- Team player with the ability to take initiative and thrive in a fast paced environment
- Excellent written and verbal communication skills, detail oriented with strong analytical and problem-solving skills as well as knowledge and skill in using windows-based applications
- Ability to maintain a positive and professional attitude and understand the importance of a control-conscious environment
- Ability to organise and set and meet deadlines; project management skills a plus

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.

HSBC 
The world's local bank