

Mirae Asset Global Investments (Hong Kong) Limited

Marketing Officer (Native Korean required)

Main duties

1. Contribute to marketing activities, with focus on RFPs
2. Assist with regular marketing and sales support commitments
3. Back up other team members

The details are as under.

1. Marketing
 - a. Assist production of RFP (request for proposal) and due diligence questionnaires
 - b. Assist production of RFP Database
 - c. Assist production of reports and presentations, including fund proposals, monthly commentaries, fund factsheets and portfolio disclosure
 - d. Assist to enquiries from overseas offices in regards to MAGI HK's products
 - e. Assist with preparations for on-site due diligence meetings and overseas client meetings
 - f. Assist with dissemination of data to databases, fund rating agencies and investment consultants

2. Client Servicing
 - a. Assist with regular and ad hoc client servicing activities for main external distributors in Europe, Asia and Latin America

 - b. Assist with onboarding & sales implementation matters, such as contracts handling, account openings, KYC/AML, product set-up, service providers onboarding for all new clients, advisory accounts and separately managed accounts.

*This role is ideally a full time role; however, final year student may be considered to be hired as intern first, and may be hired as full time employee after graduation.

Application Method & Deadline:

Please send application to maggie.kwok@miraeasset.com by **1 December, 2017 (Friday)**.