

## Crédit Agricole Corporate And Investment Bank

Crédit Agricole CIB is the corporate and investment banking arm of Crédit Agricole Group, the 12th largest banking group worldwide in terms of tier 1 capital (The Banker, July 2019).

Nearly 8,300 employees across Europe, the Americas, Asia-Pacific, the Middle East and North Africa support the Bank's clients, meeting their financial needs throughout the world.

Crédit Agricole CIB offers its large corporate and institutional clients a range of products and services in capital markets activities, investment banking, structured finance, commercial banking and international trade.

The Bank is a pioneer in the area of climate finance, and is currently a market leader in this segment with a complete offer for all its clients.

The Corporate and Investment Bank offers its clients a comprehensive range of products and services structured around six major divisions:

- Client Coverage & International Network
- Global Investment Banking
- Structured Finance
- Global Markets
- Debt Optimisation & Distribution
- International Trade & Transaction Banking

The Bank provides support to clients in large international markets through its network with a presence in major countries in Europe, America, Asia Pacific and the Middle East.

The support functions are the key partners of our performance. Collaboration between our different business lines is at the heart of our priorities and allows everyone to participate in the development of our activities.

- Risks and Permanent Control
- Compliance
- General inspection
- Finance
- Operations (middle and back office)
- IT
- Legal
- Human Resources

For more information, please visit the website at [www.ca-cib.com](http://www.ca-cib.com)

### **Trainee, Private Equity Fund Solutions (One Year Contract)**

#### **Summary**

Assisting ITB Head in managing the ITB portfolio across product lines in Hong Kong Viz – Private Equity Fund Solutions, Trade Finance, Transaction Banking, Commodity Finance. Working together with Coverage and other ITB team members to manage clients and businesses for ITB Hong Kong. Co-ordinating internally with various departments to ensure smooth operations for servicing clients.

This opening is for those who **have already completed their degree requirements by December 2020** and **ready to start working in January/February 2021.**

#### **Key Responsibilities**

- Assist in client relationship services / transaction execution / internal coordination / Know Your Customer due diligence
- Liaise with front/middle/back office teams to meet internal and external customer needs.
- Draft marketing materials and prepare proposals to pitch clients
- Prepare and verify documentation for external and internal distribution e.g. Facility Agreements, etc
- Prepare internal reporting materials and presentations to management and other stake holders
- Follow compliance principles and internal rules, and make sure they are applied
- Assist in coordination with Head Office and other Branches and Business Units within Credit Agricole Group network.

**Key Responsibilities**

- Support senior sales manager on sales initiatives and campaigns
- Support senior sales manager on preparation of sales pitches
- Prepare and verify documentation for external and internal distribution e.g. agreements, contracts, operational manuals, presentation materials, according to internal control standards and compliance policy
- Liaise with front/middle/back office teams to set up the required logistics during product deployment
- Provide user training and support service to clients on day to day enquiries and ad-hoc requests
- Provide first level support on clients' connection issues
- Prepare regular activity reports and tasks on client maintenance tasks
- Identify sales opportunity for transaction banking opportunities via day to day client interaction
- Collect specific client requirements on transaction banking services, investigate and provide summary to sales manager for follow up actions

**Requirements**

- Degree in Business Administration, Finance, Accounting, Economics, Law or relevant discipline from a top university with less than 12 months' full-time experiences
- Prior experience in banking, corporate or other relevant sectors preferred
- Hardworking with a strong sense of commitment and responsibility
- A self – initiator and attentive to details
- Strong analytical skills and quantitative skills
- Strong communication and problem solving skills
- Good time management and prioritization skills
- Proficiency in Microsoft Excel, PowerPoint and other MS applications
- Fluent in both written and spoken English, knowledge of other language is an advantage

**Application Method**

Please apply for this role on our [Career Website](#). A rewarding package will be offered to successful candidate. We also provide you with medical, life insurance benefits and provident fund scheme.

*Personal data provided by job applicants will be used strictly in accordance with the employer's personal data policies, a copy of which will be provided immediately upon request.*

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### **Trainee, Transaction Banking (One Year Contract)**

To market bank's transaction banking offerings in collaboration with relationship managers and senior Transaction Banking (TB) sales. You will be assisting the client teams to provide cash management and supply chain finance solutions to corporate clients so as to improve the operational efficiency as well as enhance the working capital flows & liquidity management. The right candidate is expected to eventually take up the role of a junior TB sales and manage own portfolio primarily for its e-banking and related transaction banking requirements.

This opening is for those who **have already completed their degree requirements by December 2020 and ready to start working in January/February 2021.**

### **Key Responsibilities**

- Support senior sales manager on sales initiatives and campaigns
- Support senior sales manager on preparation of sales pitches
- Prepare and verify documentation for external and internal distribution e.g. agreements, contracts, operational manuals, presentation materials, according to internal control standards and compliance policy
- Liaise with front/middle/back office teams to set up the required logistics during product deployment
- Provide user training and support service to clients on day to day enquiries and ad-hoc requests
- Provide first level support on clients' connection issues
- Prepare regular activity reports and tasks on client maintenance tasks
- Identify sales opportunity for transaction banking opportunities via day to day client interaction

- Collect specific client requirements on transaction banking services, investigate and provide summary to sales manager for follow up actions

**Requirements**

- Bachelor or Master degree holder with less than 12 months' full-time experiences
- Hardworking with a strong sense of commitment and responsibility
- A self – initiator and attentive to details
- Strong analytical skills and quantitative skills
- Strong communication and problem solving skills
- Good time management and prioritization skills
- Basic knowledge on cash management, supply chain finance products as well as e-banking platform
- Proficiency in VBA Programming, Microsoft Excel, Word, PowerPoint and other MS applications
- Fluent in both written and spoken English and Chinese (Cantonese / Mandarin), knowledge of other language is an advantage

**Application Method**

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