

Job Description – Corporate & Institutional Banking Department

Title	TBD	Job Family	Corporate and Institutional Banking Dept
Reports to	Head, Corporate and Institutional Banking Department	Location	Mumbai
Designation	TBD	Mode of Hiring	Permanent

Job Purpose

Bank of China Mumbai India Branch currently looking for Candidates having good command over Chinese Language for below opening at entry level
 Manage Co-ordination with BOC HO and BOC Network, preparation of MIS and giving support to Branch Banking functions, Trade Finance etc

Personal trends

Candidate need to be Energetic, possess positive attitude, demeanor and the right mix of Good communication skills and assertiveness

Basic Skills and Competencies

- Profound knowledge of Chinese Language also command over English Language (Both in Writing and Verbal Communication)
- Good Sales flair and positive attitude to learn things fast

Qualification

- Candidate need to have Bachelor's Degree in B.Com/BA/Science plus MBA would be advantage
- Completion of HSK Level - 4/5/6
- Basic knowledge of Banking products and well conversed with Excel, Word, Powerpoint etc

Job Specifications

- To assist CIBD Head in liasioning with HO, preparing MIS, Translation work etc
- To Support existing CIBD staff in day-to-day branch banking and trade finance activities
- To Communicate with Chinese Corporate client's for doing sales pitch for Bank