# Senior Sales and Marketing Assistant - Retail Banking and Wealth Management

jobsDB ref: **JHK100003006381759**

Employer Ref. **0000B75E**

**Some careers grow faster than others.**

If you’re looking for further opportunities to develop your career, take the next step in fulfiling your potential right here at HSBC.

Retail Banking and Wealth Management serves more than 50 million customers worldwide with a complete range of banking and wealth management services to enable them to manage their finances and protect and build their financial futures. It is a global business that brings together management responsibility for Retail Banking, Wealth Management, Insurance and Asset Management with a focus on customer-centric propositions and innovative and efficient distribution channels.

We are currently seeking a high caliber professional to join our team as **Senior Sales and Marketing Assistant**.

**In this role, you will**

* Identify potential merchants for specific industry, prepare contact list and cold call to sell EPS products.
* Understand basic merchant information, and screen their eligibility so that appointment for sales staff could be made
* Present product training to merchants with Assistant Manager, as post sales service
* Contact newly recruited merchants to conduct service quality survey
* Arrange schedule with merchants and vendors for the delivery of point of purchase and marketing materials
* Provide seamless sales service to merchants, on behalf of sales staff, in a timely and professional manner
* Handle customer call in by understanding preliminary business environment of merchants to facilitate further selling by other sales staff
* Provide administrative support to the team
* Assist in implementing various marketing programs
* Work with advertising agency in preparing marketing materials
* Provide ad hoc statistical analysis and management information reports on business performance to facilitate business planning of the team.

**To be successful in this role, you should meet the following requirements**​

* Relevant experience in sales and marketing and customer services experience
* University degree in business, finance or a related discipline, with experience in risk management in a financial services industry preferred
* Strong communication, interpersonal and presentation skills
* Fluent written and spoken English.

For further details and application information please visit our career site, search under reference number 0000B75E

**You’ll achieve more when you join HSBC.**

[**www.hsbc.com/careers**](http://www.hsbc.com/careers)

Candidate with less relevant experience or skills may be offered a lower Global Career Band than stated above.

HSBC is committed to building a culture where all employees are valued, respected and opinions count. We take pride in providing a workplace that fosters continuous professional development, flexible working and opportunities to grow within an inclusive and diverse environment. Personal data held by the Bank relating to employment applications will be used in accordance with our Privacy Statement, which is available on our website.

Issued by The Hongkong and Shanghai Banking Corporation Limited

<https://hk.jobsdb.com/HK/EN/Search/FindJobs?KeyOpt=COMPLEX&JSRV=1&RLRSF=1&JobCat=15,175&Career=4&JobTypes=1&Edu=14&JSSRC=JSRAS&keepExtended=1>

# HSBC. “ Senior Sales and Marketing Assistant - Retail Banking and Wealth Management.” *JobsDB Hong Kong,* <https://hk.jobsdb.com/hk/en/job/senior-sales-and-marketing-assistant-retail-banking-and-wealth-management-100003006381759>

5959 Student Union Blvd

Vancouver, BC Canada V6T 1Z4

August 7, 2018

1 Queen's Road Central

Central, Hong Kong

Dear Mr Chan,

My name is Steven Lui and I have just completed my third year in University of British Columbia. I am majoring in Psychology. I would like to have an opportunity to work as a marketing assistant in the September 2019 so that I can have firsthand knowledge of how a business is run.

From my enclosed resume, I have worked in the Yesstyle.ltd and Red Cross as a marketing intern and a human resource intern. With the working experience in prior companies, I am confident to work efficiently in an office environment and under pressure. I speak fluent English, Cantonese and Mandarin. As I have lived in the Canada for three years, I am comfortable speaking English in everyday conversation. Besides, I have met and made friends with people of different countries and have confidence in communicating with others well. It is important for a company to have employees that are communicating effectively as it would strengthen the efficiency of production.

I may not have all the skills or knowledge required for work in business yet. However, I am a sensible person who has good organization skills and a sense of responsibility. I am eager to learn and will try my best to succeed as a part of your company. I am confident in learning everything that would help the company. I would be glad to attend an interview at any time convenient to you.

I have attached my resume. Please let me know if there is any further information required. I look forward to your favourable reply soon. Thank you.

Sincerely,

Steven Lui

Steven Lui

Encl. Resume

**Steven Lui**

5959 Student Union Blvd

Vancouver, BC, V6T 1Z4

(778-302-7928)

luijinhung@hotmail.com

OBJECTIVE: Senior sales and marketing assistant

EDUCATION: Shau Kei Wan Government Secondary School 2009-2015

University of British Columbia

B.A. in Psychology 2015-2019

LANGUAGE: English, Cantonese, Mandarin

EMPLOYMENT: Yesstyle.com.ltd (Marketing and Customer service intern) Summer 2016

Red Cross (Human Resource intern) Summer 2018

SKILLS: Computer softwares: WORD, EXCEL, Powerpoint,

Recruitment

Data input

VOLUNTARY WORK: Community Youth Club (2009-2015)

Peace Center (2015-2016)

INTEREST AND ACTIVITES: Badminton, reading, Kendo, cooking

CLUB AND COMMUNITY INVOLVEMENT: Kendo club treasury 2017-2018

Badminton club member 2015-present

REFERENCES: Available on request

5959 Student Union Blvd

Vancouver, BC, V6T 1Z4

7th August 2018

Red Cross

F, Run Run Shaw Building

19 Hoi Ting Rd, West Kowloon, Hong Kong

**SUBJECT: Request for a Letter of Recommendation**

Dear Mr Lee,

I am currently applying to a marketing assistant in HSBC. I am really interested in how a multi-national bank operate. I am writing to you to ask if mind writing a letter of recommendation for me.

I had the valuable opportunity to work under your supervision in this summer which made me grow as a person. I am really thankful for your guidance in mastering office’s skills and how to be a more well-rounded person. Working under your supervision helped me transfer what I learn in class into a real working environment. It had been a precious experience for me. It is an honor to work under your team.

I have attached my resume for you. Thank you for taking the time to consider my request. If you would like any other information, please contact me through [luijinhung@hotmail.com](mailto:luijinhung@hotmail.com)

Steven Lui

Steven Lui

Encl. Resume

5959 Student Union Blvd

Vancouver, BC, V6T 1Z4

7th August 2018

192-200 Wyler Centre Phase 2

Tai Lin Pai Rd, Kwai Chung, Hong Kong

**SUBJECT: Request for a Letter of Recommendation**

Dear Mr Chan,

I am currently applying to a marketing assistant in HSBC. I am really interested in how a multi-national bank operate. I am writing to you to ask if mind writing a letter of recommendation for me.

I had the valuable opportunity to work under your supervision in this summer which made me grow as a person. I am really thankful for your guidance in mastering office’s skills and how to be a more well-rounded person. You gave a lot of marketing advices and it would be very useful on the position I am applying. It has been an honor to work under your team.

I have attached my resume for you. Thank you for taking the time to consider my request. If you would like any other information please contact me through [luijinhung@hotmail.com](mailto:luijinhung@hotmail.com)

Steven Lui

Steven Lui

Encl. Resume

5959 Student Union Blvd

Vancouver, BC, V6T 1Z4

7th August 2018

2329 West Mall

Vancouver, BC V6T 1Z4, Canada

Dear Professor Baron,

I am currently applying to a marketing assistant in HSBC. I am really interested in how a multi-national bank operate. I am writing to you to ask if mind writing a letter of recommendation for me.

I had the valuable opportunity to attend a few of your classes including Psych 305, 315 and 450. I am really interested in your work in the field of developmental Psychology. Even though I am not applying for a job related to development Psychology, I hope you are able to write a letter of recommendation for me as you are one of the professors that know more about me. I have participated in many of your studies and I also helped you in one of your studies as one of your assistants. I am really thankful for your guidance in Psychology studies. It has been an honor to be your student.

I have attached my resume for you. Thank you for taking the time to consider my request. If you would like any other information please contact me through [luijinhung@hotmail.com](mailto:luijinhung@hotmail.com)

Steven Lui

Steven Lui

Encl. Resume