

Bank of China (Europe) S.A. Brussels Branch 2022 Open Recruitment Job Information List

Order	Department	Position	Recruitment Number	Job Description	Job Requirements	Job Locations
1	Business Development Department	Credit Analyst	1 person	Key Responsibilities: · Provide recommendations tied to analysis and assessment of credit risk. · Fulfills the credit analysis tasks and edits relevant reports. · Conduct thorough analysis of financial statements and assessment of credit requests, including new requests, changed requests, refinancing and annual due diligence · Develop and prepare spreadsheets and models to support analysis of new and existing credit applications · Launches credit application for corporate clients and follow up the process of credit approval. · Handles any other tasks assigned by the Manager of your team.	Technical Skills: · Bachelor Degree or above in Finance, Accounting, Economic Management or Business Related Studies. · 5-15 years banking experience. In which: -Minimum 5 years of working experience in banking syndicate write credit analysis reports within larger corporation banking team. -Minimum 5 years of strong quantitative experience · English is mandatory · Impeccable understanding of financial statements, ratios, and concepts · Ability to effectively manage competing deadlines for projects in a high-pressure work environment, with varying degrees of supervision · Be proficient in and obtain information from the following documents: Annual reports; Financial statements; Profit and loss statements; Management accounts; Additional market data reports Soft Skills: · Committed, confident, determined, self-motivated, strong analytical and effective written and verbal communication skills. · Good understanding of the general, economic, political and business environment of the region. · Efficient time management capability · Excellent communication and presentation skills	Brussels,Belgium
2	Business Development Department	Relationship Manager	1 person	Key Responsibilities: · Responsible for client relationship management, customer marketing and local market development · Enhances the Bank's market competitiveness in the corporate banking area. · Launches credit application for corporate clients and follow up the process of credit approval. · Liaises with in-house or external lawyer to complete financing documentation process. · Responsible for financing products provision and post-lending management. · Participates in corporate related financing products and deposit products development. · Liaises with internal and external parties to complete tasks allocated by the Bank in relation to the corporate banking area. · Handles any other tasks assigned by the Head of Department or GM.	Technical Skills: · Bachelor Degree or above in Finance, Accounting, Economic Management or Business Related Studies. · 5-15 years banking experience within minimum 5 years of relationship management in larger corporation banking team. · Syndication loan knowledge from A to Z. · English and French/Dutch are mandatory. · Ability to effectively manage competing deadlines for projects in a high-pressure work environment, with varying degrees of supervision Soft Skills: · Team spirit, able to work under pressure. · Committed, confident, determined, self-motivated, strong analytical and effective written and verbal communication skills. · Good understanding of the general, economic, political and business environment of the region. · Highly organized and detail orientated with a client focus. · Excellent communication and presentation skills	

3	Business Development Department	Assistant	1 person	Key Responsibilities: • Assist the head to conduct internal control management of the department, and complete tasks relating to internal and external audit. • Assist relationship managers to complete system operations concerning credit approval, including but not limited to KYC, internal credit rating, loan drawdown, post-loan management, etc.; • Take charge of routine statistics and ledger management of the department, and also data research, document translation, etc. • Take charge of credit files management • Handle other tasks assigned by the department head.	Technical Skills: • Bachelor degree or above. • Banking experience preferred. • Fluent English is a must, French or Dutch is a plus. • Ability to effectively manage competing deadlines for projects Soft Skills: • A teamwork player. • Committed, confident, determined, self-motivated, strong analytical and effective written and verbal communication skills. • Good understanding of the general, economic, political and business environment of the region. • Organized and detail orientated with a client focus. • Good communication and presentation skills.	Brussels,Belgium
4	Banking Department	Assistant	1 person	Key Responsibilities: • Perform client on-boarding KYC and KYT analyses in accordance with the bank's compliance and client acceptance guidelines, and ensure that the client on-boarding and AML/KYC processes limit the risks of anti-money laundering, corruption and other financial crimes. • Compile and control the compliance documentation for the purposes of client identification and risk assessment, and liaise with customer relationship manager to ensure the compliance documentation is completed in a timely and accurate manner. • Review new customer accounts and verifying their identities; review customer accounts for instances of suspicious financial transactions; report accounts with high risk or missing documentation to relevant officers. • Assess risks and compliance issues associated with customers or products. • Study market trends and evaluating customer behavior; leverage insights from customer behavioral research to improve customer experience. • Assist efforts aimed at preventing money laundering, terrorist financing and other illicit financial activities. • Compile accurate and up-to-date data on customers for compliance reasons; perform data analysis to aid decision making. • Liaise with management to ensure compliance with internal policies and external regulations..	Technical Skills: • Bachelor degree or above. • Banking experience preferred. • Fluent English is a must, French or Dutch is a plus. • Ability to effectively manage competing deadlines for projects Soft Skills: • A teamwork player. • Committed, confident, determined, self-motivated, strong analytical and effective written and verbal communication skills. • Good understanding of the general, economic, political and business environment of the region. • Organized and detail orientated with a client focus. • Good communication and presentation skills.	