



## Assistant Officer (Fresh graduates welcome)

VL Asset Management Limited

Sheung Wan

Apply Now

### Job Highlights

- Financial sector; friendly team, flex environment
- Good at math, detail-oriented, matriculated or +
- 5-day, B-day off, bonus, medi, dental, near MTR

### Job Description

The candidate sought will be a member of our Operations Team to carry out calculations and administrative work for our investment funds/ portfolios. Job scope include:

- handling daily operation matters of our funds, including trade settlement and liaison with service providers
- verifying NAVs, cash flow and data on positions (primarily stocks and index futures), trades and fees as well as generating regular fund reports
- maintaining and developing daily valuation spreadsheets and pricing models
- assisting the team to maintain the in-house program

Depending on the candidate's ability and interest, the candidate will be given the opportunity to experience different work segments of the asset management industry. We value work life balance and provide good career development opportunity for the suitable candidate.

### Additional Information

**Career Level**

Entry Level

**Qualification**

Matriculated

**Years of Experience**

N/A

**Job Type**

Full Time

**Job Functions**

[Banking / Finance, Fund Management](#)

### Company Overview

We are a value-based asset management company established in 2009 looking for a motivated individual to join our team. Currently we offer an opportunity for the candidate to build up knowledge in the financial industry.

**Industry**

Financial Services

**Benefits & Others**

Dental insurance, Medical insurance, Performance bonus, Five-day work week, Flexible working hours