

# **Bank of Communications Frankfurt Branch**

## **Recruitment 2017**

### **Introduction:**

The Bank of Communications, Frankfurt Branch, was founded in 2007. The parent company in China is one of the country's leading banks with over 68,000 employees. Over 2,600 branches are operated worldwide, incl. in Hong Kong, New York, Tokyo, Singapore, Seoul, Frankfurt a. M. and Macau. The bank is regarded as a bridgehead for trade between China and Europe and operates the following types of business in particular: National and international payment processing, Overseas trading (export/import), Lending, Deposit banking, Foreign exchange trading, Cash management, Money transfers.

At Bank of Communications Frankfurt we are looking for a relationship manager (or an Associate) position to join our Marketing Team. In taking this role you will work on Corporate Banking Products, Syndicated Loans and Schuldscheindarlehen transactions. Salary level commensurate with experience.

## **Position 1.**

### **Marketing and Customer Management**

At Bank of Communications Frankfurt we are looking for a relationship manager (or an Associate) position to join our Marketing Team. In taking this role you will work on Corporate Banking Products, Syndicated Loans and Schuldscheindarlehen transactions. Salary level commensurate with experience.

#### **Job Description:**

- Management of the company's customers, market analysis, product promotion, timely respond to customer demand and achieve agreed revenue objectives.
- Develop and win new business, grow and deepen relationships, and coordinate engagement with the client in the network.
- Fully understand customers' business, identify opportunities to satisfy client needs, manage and avoid undue credit risks, and meet objectives.
- Prepare the Business Credit Application, renewal packages (monitoring reviews / adjusting credit lines) to a high quality and standard.

#### **Your Role:**

- You will be in charge of financial analysis and projections for the portfolio of deals and will conduct appropriate operational and risk follow-up activities.
- You will work in close collaboration with RMs, Compliance and Risk Department facilitating credit applications for specific transactions.
- You will manage agency related activities for any Agency functions in Syndicated Loans and Schuldschein transactions.
- You will process account opening for corporate clients, facilitate deposit business and other corporate banking products.

#### **Your profile:**

- You hold a degree in Business Administration (Bachelor and/ or Master)
- You have good general knowledge in financial analysis and banking products.
- You studied in Germany for 5 years or above.
- You are client focused and quality oriented.
- Strong sense of responsibility, favorable communication skills and team working spirit.
- You are fluent in German and English.

## **Position 2.**

内部审计专员

### **岗位职责:**

1. 协调内外部审计机构，提供内外部审计所需的必要条件。
2. 与内外部审计机构协作，制定审计计划，对公司经营状况进行审计并生成报告。
3. 组织协调公司内部各个部门，配合内外审计师完成审计工作。
4. 对重要项目进行跟踪评估，排查风险点并制定整改计划。
5. 汇总各部门审计问题，完成内部整改计划并监督整改进度
6. 协助内部审计机构对外包公司进行评估，提供外包公司审计报告并协助评估外包风险

### **任职资格:**

1. 经济、财会、金融相关专业，有3年以上相关工作经验者优先；
2. 具有审计师资质、有银行工作经验者优先。
3. 熟悉当地金融监管规定，了解银行风险控制者优先；
4. 良好的学习能力、沟通以及解决问题的能力，具有良好文档编写和文字表达能力，主动、勤奋、积极，具备强烈的责任心；
5. 熟练使用 office 等办公软件。

**入职日期:** 近期

**薪酬待遇:** 面谈

PS: please send your CV to [frankfurt\\_branch@bankcomm.de](mailto:frankfurt_branch@bankcomm.de) with the position.

联系方式: 1. 请您将英中文或者德中文简历(含近期照片)发送到邮箱: [frankfurt\\_branch@bankcomm.de](mailto:frankfurt_branch@bankcomm.de)。2. 来信信头/主题请务必注明(一个)应聘岗位名称和“实习”字样。3. 如果您同意我公司保存您的简历, 请在来信中注明。否则未被录取人员的简历将不会进入我公司人事数据库。4. 我们将在收到您的简历后四周内答复, 如有任何问题请邮件咨询, 您的问题将在二周内得到答复。恕不接受电话咨询。5. 本招聘信息长期有效, 欢迎符合条件者提供简历。

### **Position 3.**

IT 部门计算机维护人员（全职）

#### **岗位职责：**

1. 系统管理与维护：熟悉的 Windows 操作系统、Windows 虚拟平台和华为存储系统管理、配置和维护。具有 IBM System I 平台管理经验值优先。
2. 网络管理与维护：小企业级别局域网系统的安全管控和故障排除，常见小企业级网络设备的部署和运行管理。
3. 应用开发与维护：熟悉 DB2、SQL 等常用数据库开发维护。

#### **任职资格：**

4. 计算机、电子、通讯，自动化专业等相关专业毕业；
5. 在德国留学/工作 3 年以上，德语或英语流利；
6. 具备较强的责任心、良好的沟通表达能力和团队协作精神；
7. 工作积极主动，具有一定的管理协调能力。

**入职日期：** 近期

**薪酬待遇：** 面谈

PS: please send your CV to [frankfurt\\_branch@bankcomm.de](mailto:frankfurt_branch@bankcomm.de) with the position.

联系方式：1. 请您将英中文或者德中文简历(含近期照片)发送到邮箱：[frankfurt\\_branch@bankcomm.de](mailto:frankfurt_branch@bankcomm.de)。2. 来信信头/主题请务必注明(一个)应聘岗位名称和“实习”字样。3. 如果您同意我公司保存您的简历，请在来信中注明。否则未被录取人员的简历将不会进入我公司人事数据库。4. 我们将在收到您的简历后四周内答复，如有任何问题请邮件咨询，您的问题将在二周内得到答复。恕不接受电话咨询。5. 本招聘信息长期有效，欢迎符合条件者提供简历。

## **Position 4.**

### **Job description "Money laundering officer"**

The "Money laundering officer" in German shortcut the GWB(Geldw äschebeauftragter) and its representative are responsible for the execution and implementation of the Money Laundering law, terrorist financing and other criminal acts as well as the administrative regulations defined by BaFin. They have to ensure their responsiveness for employees of the Bank and for the BaFin and investigating authorities at least at the usual business hours.

### **Tasks, powers and competences**

GWB and the representative must deal with all matters relating to the observance of the money laundering legislation within the Bank, such as:

- Measures for the prevention of money laundering and the duties analogous in reporting and cooperation with the related organization
- Responsibility for the development and implementation of internal principles, procedures and controls to prevent money laundering
- Responsibility for training and timely informing employees on the money laundering legislation
- Measures to prevent fraudulent acts by internal and external charges to the bank
- Review all payment transactions using the AML system
- Central position for the prevention of money laundering, terrorist financing and other criminal activities.

### **Qualifications**

- 3-5 years' related experience working in finance
- Exceptional analytical and investigative skills
- Experience in auditing a distinct advantage
- Willingness to work on various compliance issues
- Excellent verbal and written communication skills
- Proficient in Microsoft Office Suite (Word, Excel, Project, PowerPoint)

**Entry date: October 2017**

## **Position 5.**

综合业务岗(实习)

### **岗位描述:**

含行政助理岗位、人力资源助理等岗位。

### **岗位任务:**

1. 接转电话,收发传真;
2. 整理存放文档资料,收发管理信件快递,发放公文;
3. 协助完成办公资产、办公用品与杂物的采购、维护和管理,统计行政费用的使用情况;
4. 维护公司日常办公秩序和办公环境,协助定期检查;
5. 协助组织培训交流活动。

### **岗位要求:**

1. 教育、法律、文秘、德语、英语、人力资源等相关专业学士或者研究生学历;
2. 德语熟练,英语较好;
3. 熟悉书面往来信函写作,熟练使用各类办公软件;
4. 工作勤劳认真,善沟通,学习能力强,身体健康;
5. 有同业从业或实习经历者经验,文字写作能力较强者优先考虑。

### **岗位性质: 实习生**

入职时间: 近期。

人数限制: 1 人。

PS: please send your CV to [frankfurt\\_branch@bankcomm.de](mailto:frankfurt_branch@bankcomm.de) with the position.

联系方式: 1. 请您将英中文或者德中文简历(含近期照片)发送到邮箱: [frankfurt\\_branch@bankcomm.de](mailto:frankfurt_branch@bankcomm.de)。2. 来信信头/主题请务必注明(一个)应聘岗位名称和“实习”字样。3. 如果您同意我公司保存您的简历,请在来信中注明。否则未被录取人员的简历将不会进入我公司人事数据库。4. 我们将在收到您的简历后四周内答复,如有任何问题请邮件咨询,您的问题将在二周内得到答复。恕不接受电话咨询。5. 本招聘信息长期有效,欢迎符合条件者提供简历。