



## **Associate, General Management Office**

### **Role Overview**

We are seeking a motivated and detail-oriented individual to support the General Management Office in strategic planning, AI adoption, business performance monitoring, and administrative tasks. This role offers hands-on exposure to executive-level operations within a banking environment.

### **Responsibilities:**

#### **1. Strategic & Project Support**

- Assist in gathering data for business performance analysis and preparing meeting materials.
- Assist in coordinating AI adoption initiatives across the bank, including tracking implementation progress and post-implementation benefits realization.
- Support the preparation of AI-related updates, presentations, and communication materials for internal stakeholders.
- Support tracking of project timelines, milestones, and deliverables for bank-wide initiatives.
- Conduct ad-hoc research and analysis to support decision-making.

#### **2. General Support**

- Prepare presentations and reports as assigned.
- Provide administrative support such as scheduling and meeting coordination.
- Perform other ad-hoc duties to support office operations.

### **Requirements:**

- Bachelor's degree in Business Administration, Finance, Economics, Data Analytics or related discipline. Fresh graduates and candidates with up to 3 years of relevant work experience are welcome to apply.
- Strong analytical, organizational, and communication skills (English & Chinese).
- Proficiency in MS PowerPoint and Excel.
- Detail-oriented, autonomous, and able to handle confidential information professionally.

- Knowledge of AI tools, digital transformation initiatives, or project management methodologies would be an advantage.

We offer a competitive remuneration package to the right candidates. Interested parties please send your resume to The Human Resources Management Group, Fubon Bank (Hong Kong) Limited via e-mail: [fubonbankhr.fbhk@fubon.com](mailto:fubonbankhr.fbhk@fubon.com)

\*All personal data provided by job applicants will be used for recruitment purposes only in accordance with the Bank's Personal Data Information Collection Statement, a copy of which is available on our website: [http://www.fubonbank.com.hk/web/html/sh\\_careers\\_e.html](http://www.fubonbank.com.hk/web/html/sh_careers_e.html)