

Create Land Capital Limited (CLC) is a China-affiliated financial holding company established in Hong Kong. The company provides a full range of professional financial services, including corporate finance, securities and futures brokerage and asset management.

**CLC Securities Limited & CLC Futures Limited** is the subsidiary of CLC. The company is now hiring high caliber candidates to fill the following positions.

## **Settlement Officer**

### **Responsibilities**

- Responsible for daily settlement operations for securities and futures contracts, including trade transactions matching, CCASS and DCASS operations and reports and client statements preparation;
- Responsible for day-end procedures, including daily stock reconciliation;
- Handle all clearing activities, including corporate action, entitlement distributions and counter services for physical scrip collection;
- Liaise with RO and Account Department and communicate with external parties;
- Assist in ad-hoc projects as assigned.

### **Requirements:**

- Diploma or above;
- 1-2 years of relevant experience is preferred;
- Able to handle full settlement process and familiar with CCASS & DCASS operations;
- Proficiency in Microsoft Word and Excel;
- Mature, self-motivated, multi-tasking and able to work under pressure;
- Good communication and interpersonal skills
- Good command of English, Cantonese and Putonghua.

Please send full resume with current and expected salary and available date to **hr@clchk.com**.

Data collected will be kept in strict confidence and used for recruitment purposes only.