



## Company Overview

CLSA is Asia's leading capital markets and investment group, providing global investors with insights, liquidity and capital to drive their investment strategies. Award-winning research, an extensive Asia footprint, direct links to China and highly experienced finance professionals differentiate our innovative products and services in asset management, corporate finance, equity and debt capital markets, securities and wealth management. As the international platform of CITIC Securities (SSE: 600030, SEHK: 6030), China's largest investment bank, CLSA is uniquely positioned to facilitate cross-border capital flows and connect China with the world and the world to China. Founded in 1986 and headquartered in Hong Kong, CLSA operates from 13 countries across Asia, Australia, Europe and the United States. For further information, please visit [www.clsa.com](http://www.clsa.com).

<b>JOB DESCRIPTION:</b>	<b>Sales Assistant</b>
<b>Reports to:</b>	<b>Domestic Sales</b>
<b>Location:</b>	<b>Youido Seoul, Korea</b>
<b>Date:</b>	<b>May,2023</b>

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## Position Description:

- CLSA Korea is looking for a Domestic Sales Assistant to support the Sales team in business relationship development, revenue maximisation and promoting/marketing CLSA products, as well as servicing clients on daily basis.

## Key Responsibility Areas:

- Assist sales team members to coordinate and execute new marketing initiatives, client seminars, brand building events and promotional campaigns
- Assist sales team members to develop new products, services, sales and distribution channels
- Assist team members to communicate on daily basis with internal colleagues on clients feedback and translate sales reports and news flows from Korean to English daily

## Requirements:

- Bachelor degree holder in Finance or accounting discipline for good understanding of Bloomberg, Quantiwise, Check Terminal and other information providers recommended but not required
- Possesses high standards for excellence and takes ownership of the work
- Self-motivated, diligent, and can work under pressure, and manage deadlines and a number of tasks
- Highly proficient in Excel and have good numeracy skills
- Have great attention for detail and is a good team player
- Good command of written and spoken English and enjoys communicating with others

**Employment Type**

- Contract employee for minimum of 6 months

**Period**

- Starting ASAP

**Deadline**

- Until Filled (highly advise applicants to apply early as the interview will be conducted on a rolling basis)
- Please send your resume and cover letter to [recruitment.skorea@cls.com](mailto:recruitment.skorea@cls.com)

If you are seeking a dynamic environment in which to build your career in CITIC CLSA.

Please send your resume to **recruitment.skorea@cls.com**. Kindly specify the position title in the email subject for job application.

CITIC CLSA may collect personal data from you for purposes relating to your engagement with the Company, including human resource management and other business and internal / external compliance purposes. Any personal information and/or data collected and held by the Company may be used by the Company or transferred (whether within/outside Hong Kong) to any other parties within the Company, subsidiaries and affiliates of the Company internal or external service providers, or any other relevant parties including governmental or regulatory authorities, for the above purposes.