

## **Executive, Corporate Finance**

### **Job Responsibilities:**

- Responsible in provision of corporate advisory and related services to client
- Ensure timely execution of project tasks
- Identify issues, opportunities, challenges and requirements in relation to engagements
- Liaise with external advisors, clients and regulatory authorities to ensure successful completion of engagements
- Responsible in ensuring proper due diligence conducted prior to submission to regulatory authorities
- Ensure correspondences and documents in relation to engagements are filed electronically and/or in hardcopies

### **Job Requirements:**

- Candidates must possess at least Degree in Banking/Finance/Accountancy
- At least 2 years of relevant experience is needed for this position
- Preferably candidate with Investment Banking knowledge
- Able to work independently and good time management skill
- Meticulous and detailed oriented person
- Able to work under pressure