

Tradewind International Factoring Ltd.
德益世（香港）國際保理有限公司

Company Background :

Founded in 2000 and headquartered in Germany, with more than 20 offices in 15 countries, Tradewind is at the forefront of international trade finance. Combining credit protection, collections, and financing into a single suite of trade finance products, Tradewind brings streamlined, flexible and best-in-class services to the world's small and mid-sized exporters.

We focus on a comprehensive suite of trade finance products/solutions to support our exporters' transaction life cycle including non-recourse AR financing, purchase order financing, inventory financing and supply chain financing. We also support export LC and import LC financing for those clients that prefer to use LC as their choice of financing instrument. Exporters can enjoy non-recourse AR financing without impacting their existing credit limits with their current bank.

The Tradewind Group maintains a network of offices and affiliates globally including Hong Kong, China, Bangladesh, India, Pakistan, UAE, Turkey, Hungary, Bulgaria, Iceland, USA and Peru as well as our headquarters in Germany.

Here is your opportunity to broaden your career exposure with Tradewind and to develop your specialized skill set in factoring and financing as a subject matter expert in this particular line of business.

Job Description :

Title: Operation Coordinator (Hong Kong)

Report to: Regional Operation Director, East Asia Pacific, Mrs. Bessie Yu (based in China SHA)

Job status: Full time

Key responsibilities as follow:

- Daily working on client's funding application, including docs' verification and assignments booking.
- Enter all cash receipts on the current bank statement and follow up on the unapplied cash
- Work with other function department to have a better understanding of the accounts
- Organize with handling to tracking verifications and NOA's
- Improve knowledge of V3, Develop global cooperation with TW offices
- Engage in problem solving, and proactively introduce solutions to clients.
- Familiar with the whole process of foreign trade, especially import/export shipping documents.
- Maintain effective communication with clients; establish long-term, stable relations of cooperation with clients and Tradewind global offices.
- Create internal reports and other assignments as required.



Qualifications:

- Bachelor degree or above, prefer degree in Economic / Financial / International Trade / Business Administration.
- Minimum 2 years' working experience in international trading company or banking or CPA/PE/VC/logistic or financial or insurance or sourcing community (at least 1 years' working experience in international trading company);
- Experience in foreign trade documents operation or freight forwarder operation, familiar with LC operation is a plus.
- Good interpersonal skills, communication and coordination;
- Good learner and attentive person.
- Willing to work under pressure and provide better service to clients.
- Fluent in spoken and written English and Chinese (Cantonese & Mandarin).

Office Address:

Suites 1106, 11/F, Ocean Centre, Harbour City, 5 Canton Road, Tsim Sha Tsui, Kowloon, Hong Kong

Benefits:

- Five-day work week
- Flexible working hours
- Meal allowance
- Medical insurance
- Performance bonus

If you are interested in this position, please send your application to Ms. Ellen Zhao, e.zhao@tradewindfinance.com.

Thank you.

All personal data collected would be used for recruitment purpose only