

Some careers
have more impact
than others.



Banking Operations and Customer Due Diligence Intern

HSBC is one of the world's leading banks, with a network covering 66 countries and territories. Our size and global reach mean we offer many ways for you to develop your career. We look for people who think, see and do things differently and who can represent and relate to our diverse global customer base. We want candidates who are motivated, curious, courageous, collaborative and dedicated.

We employ, develop and promote employees based on merit and provide a supportive and inclusive working environment. We want HSBC to be a place where everyone can be themselves and achieve their potential. Our aim is to have a diverse workforce so we can respond to the needs of our customers and develop better products and services.

In this role you will need:

- Reviewing customer profiles adhering to policies, procedures and standards
- Assist and in a very short time cover the daily duties of Banking Operations and CDD agent
- Provide efficient and courteous response to customer enquiries concerning operational issues within established guidelines
- Review and maintain corporate and personal account related maintenance received from branches
- Prepare different advices upon customer request
- Actively assist in handling department's ongoing initiatives including archive related tasks

To be successful in this role, you should meet the following requirements:

- Good knowledge of PC and office equipment (copier, fax, etc.);
- Good level of written and spoken Armenian, English and Russian languages;
- At least 3th year of study at university, preferably in Finance/ Economics
- Prior work experience in financial institutions is a plus;
- Self-motivated and enthusiastic personality;
- Excellent communication skills;
- High sense of responsibility;
- Good team player.

The following skills are essential for this role:

- Ability to handle several tasks simultaniously being guided by correct prioritization principles
- Ability to work under pressure
- To contribute to healthy atmosphere within the team.

To apply for this role, please send your full CV and Cover Letter to vacancy.armenia@hsbc.com, with the subject "Bank Ops and CDD intern" internship. Application closing date: 02 December 2018 .



You'll achieve more when you join HSBC.