

## **Discover New Possibilities at Raffles**

At Raffles, we are people first, people who can think beyond a label. We are one dynamic and entrepreneurial team. Fun, respectful, solidarity – Just like a family. We consistently strive to provide a workplace that nurtures diverse yet inclusive corporate culture, and encourages professional development. Because we believe that this will enable us to create true values and provide better support for our clients.

Raffles Family Office (RFO) provides bespoke family offices, asset protection and wealth management solutions to Ultra High Net Worth Individuals and families across generations. RFO partners with more than 20 best-of-breed private banks in five jurisdictions (Hong Kong, Singapore, Zurich and Liechtenstein), as well as insurance companies, international brokers, independent fund and securities houses, ensuring that clients' long-term and short-term goals will be achieved. Our prime value proposition - creating true values for our clients and acting in their best interest.

RFO offers a one-stop comprehensive family office solution by providing a wide range of services including family offices advisory, taxation planning, independent asset management (IAM), insurance brokerage, overseas property investment and corporate services, ensuring we cover all aspects of family governance and family constitutions end-to-end. Headquartered in Hong Kong, RFO is also incorporated in Singapore, Taipei and Shanghai (in October 2020).

We are currently seeking an Associate / Senior Associate, Talent Acquisition in **Hong Kong**.

## **Are you ready to Be the Change?**

### **Primary Responsibilities**

- Coordinate with the line manager in talent acquisition as well as different hiring managers to identify staffing needs.
- Source, research, screen potential candidates through various channels.
- Communicate with candidates, plan interview(s) and assist in selection procedures.
- Design job descriptions and manage the job advertisement portals.
- Help manage the candidate pipeline and assist in candidate onboarding.

## **Requirements**

- University degree with at least 3 years' proven experience as a talent acquisition specialist / researcher or similar roles in in-house organizations or recruitment/executive search firms.
- Recruitment experience in financial services, especially private wealth management / private banking highly preferred.
- Outstanding candidate research and sourcing skills.
- Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods.
- Good interpersonal skills.
- Fluent in English and Chinese.

## **What We Offer**

- Competitive package and comprehensive employee benefits;
- A collaborative, diverse and respectful workplace with sufficient support for your career development.

## **Join Us**

If you are interested in a dynamic and fast-growing platform with true Asia expertise and global connections, apply now by sending your updated resume to [tiffanyliang@rafflesgroup.co](mailto:tiffanyliang@rafflesgroup.co). For more information about RFO, check us out at <https://www.rafflesgroup.co/newsroom/> and [https://www.linkedin.com/posts/rafflesfamilyoffice\\_familyoffice-externalassetmanagement-rafflesfamilyoffice-activity-6596337910541324288-Qz3s](https://www.linkedin.com/posts/rafflesfamilyoffice_familyoffice-externalassetmanagement-rafflesfamilyoffice-activity-6596337910541324288-Qz3s).

Your application will go through internal screening. Only shortlisted candidates will be contacted for further discussion. All personal data collected will be kept strictly confidential for recruitment purpose only.