

Company Secretarial Manager

(Ref: CSM/CKHH)

The Group Corporate Secretarial Department is responsible for serving the corporate secretarial needs of the Group and its subsidiaries. With rapid growth in our businesses, we continue to seek highly motivated professionals to join our team. Reporting to the Head Group General Counsel & Company Secretary, the candidate will be responsible for performing a full range of company secretarial duties and services as well as statutory compliance for listed and private companies.

Requirements:

- Member of ICSA / HKICS
- Minimum 12 years' relevant company secretarial experience, of which at least 4 years at managerial level in Hong Kong listed companies
- Well-versed in Hong Kong Listing Rules, Companies Ordinance and Securities and Futures Ordinance
- Strong business acumen, good analytical and problem solving skills
- Well organized, independent and able to work under pressure
- High competence in written and spoken English and Chinese

Salary and benefits will commensurate with experience and competence. Please forward detailed resume with indication of expected salary quoting our reference to recruit@ckh.com.hk