

Secretary

(Ref: SEC/CKHH)

The incumbent will be responsible for providing general secretarial services and administrative support to in-house Legal Counsel.

Requirements:

- Matriculated or above with formal secretarial training
- 5 - 8 years' relevant working experience, preferably gained from legal field
- Proficiency in MS Office & Chinese Word Processing
- Good command of spoken and written English and Chinese including Mandarin
- Mature, well-organized, independent and able to work under pressure
- Sound interpersonal and communication skills
- Immediate availability preferred

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