

# **Company Secretarial Officer**

(Ref: CSO/CKHH)

The Group Corporate Secretarial Department is responsible for serving the 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. 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
- 4 - 6 years' relevant company secretarial experience, preferably with 1-2 years' listed company exposure
- Good command of written and spoken English and Chinese
- A team player with positive attitude, well organized and detail-minded
- Able to work independently upon own initiative and under minimum supervision

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**