

## Company Secretarial Manager

(Ref.: CSM/CKHH)

We are currently seeking an experienced Company Secretarial Manager to support one of our subsidiaries. Reporting to the Head of Company Secretarial Department, the incumbent will independently perform the full range of company secretarial duties for the companies under his/her portfolio, including companies listed in Hong Kong and overseas.

### Responsibilities:

- Ensure portfolio companies comply with the Hong Kong Listing Rules, Companies Ordinance, Securities and Futures Ordinance, and other statutory requirements
- Organise board and shareholders' meetings, prepare meeting papers, and draft minutes
- Prepare announcements, circulars, and annual/interim reports
- Obtain internal clearance for draft resolutions and other documents before execution
- Support corporate governance, board committees, and sustainability matters
- Handle regulatory filings (including DI filing) and ad hoc assignments

### Requirements:

- Degree holder in Law, Business, Corporate Governance, or related discipline
- Associate member of HKCGI or CGI
- (with at least 10 years in listed companies), with solid knowledge of Hong Kong Listing Rules, Companies Ordinance, Securities and Futures Ordinance, and other statutory requirements
- Proficiency in requisite computer software and usage
- Team player with a positive attitude, well-organised, meticulous, and detail-minded
- Ability to work independently and take initiative
- Excellent command of written and spoken English and Chinese

Salary and benefits will be commensurate with experience and competence. Please forward detailed resume with indication of expected salary quoting our reference to [recruit@ckh.com.hk](mailto:recruit@ckh.com.hk)