

## Secretary

(Ref.: SECD/CKHH)

Reporting to Senior Personal Assistant, the incumbent will be responsible for providing general secretarial and administrative support to a senior executive of the CK Hutchison Group.

### Responsibilities:

- Provide a full spectrum of clerical supports such as data entry, typing scanning, filing, in/out tray, replenishment of office supplies
- Maintain proper and accurate filing records and systems
- Assist in coordinating approval processes and arranging meetings
- Support the preparation of management reports, presentation materials and business correspondences
- Handle sensitive information with the utmost confidentiality and professionalism
- Liaise with internal and external parties to ensure smooth execution of tasks and events
- Perform ad-hoc duties as assigned by superiors

### Requirements:

- Higher diploma or above with formal secretarial training preferred
- A minimum 3 years of relevant experience. Experience in serving senior executives in sizable organizations is advantageous
- Proficient in Microsoft Office applications
- A team player with strong sense of confidentiality and responsibility
- Meticulous, diligent and mature
- Willing to accept additional responsibilities and work after normal working hours
- Good command of spoken and written English and Chinese

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