

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 the growth of our global businesses, we are seeking highly motivated professionals to join our team. The incumbent will be responsible for performing a full range of company secretarial duties and services as well as statutory compliance for both listed and private companies.

Requirements:

- Degree holder in Business Administration, Corporate Governance, Language Studies or related disciplines
- Associate member of HKCGI or CGI
- 3 - 6 years of relevant company secretarial experience
- Attentive to details and well-organized
- A team player with positive working attitude and good prioritization skills
- Able to work independently upon own initiative and under minimum supervision
- High proficiency in 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