

Company Secretarial Assistant

(Ref.: CSA/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 providing a full range of company secretarial services to a portfolio of companies across the Group.

Requirements:

- Degree holder in Business Administration, Corporate Governance, Language Studies or related disciplines
- Student member of HKCGI or CGI
- 1-2 years of relevant company secretarial experience, with knowledge of Companies Ordinance, Hong Kong Listing Rules, Securities and Futures Ordinance, and other compliance regulations
- Attentive to details and well-organized
- A team player with positive working attitude and good prioritization skills
- Good 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