

Company Secretarial Manager

(Ref.: CSM/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.

Responsibilities:

- Provide a full range of company secretarial services to a portfolio companies (listed and non-listed), including organizing and supporting board / committee / shareholders meetings
- Ensure portfolio companies comply with the Companies Ordinance, Hong Kong Listing Rules, Securities and Futures Ordinance, and other compliance regulations
- Provide advice and support on corporate governance and compliance matters
- Handle regulatory filings and other ad hoc assignments as required

Requirements:

- Degree holder in Law, Business Administration, Corporate Governance or related disciplines
- Associate member of HKCGI or CGI
- Minimum 15 years of relevant company secretarial experience, including at least 10 years with listed companies, with solid knowledge of Companies Ordinance, Hong Kong Listing Rules, Securities and Futures Ordinance, and other compliance regulations
- Proficient in company secretarial software and Microsoft Office applications
- Well-organised, meticulous and detail-oriented with a proactive and responsible working attitude
- Able to work independently and perform effectively under pressure
- 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