



Corporate Secretarial Associate

Location: Hong Kong – Tsim Sha Tsui

Job Field: Full Time

Job Highlights:

- On-the-job training
- Flexible working hour / Birthday Leave
- Fresh graduates are welcome

Responsibilities:

- Liaise with clients, professional advisors and various government authorities / regulators
- Assist the CS manager and supervisor in handling all company secretarial duties
- Handle statutory/ regulatory compliance, statutory filings and maintain secretarial records for Hong Kong and offshore incorporated companies
- Assist in ad-hoc assignments as assigned from time to time

Requirements:

- Associate degree or above holder in Corporate Governance, Business Administration or related disciplines
- Student member of HKICS is an advantage
- Able to organize well, attend to details, work independently and good interpersonal skills
- Proficient in MS Word, Excel and Chinese word processing
- Candidate with more experiences will be considered as Senior Associate

Benefit highlights:

- Study and examination leave for professional examinations
- Professional examination subsidies
- Birthday leave
- Compensation leave
- Year-end discretionary bonus
- Medical coverage
- Group Life and Group Personal Accident coverage
- Flexible working hours
- Structured on-the-job training
- Casual Fridays

*We offer 5-day work week. Interested parties please apply in full resume with your employment history, present and expected salary to hr@conpak.com or any questions *WhatsApp* to 55378828.*

We are an equal opportunity employer and welcome applications from all qualified candidates. All personal information provided will be treated in strict confidence and used solely for recruitment purposes. Information about the applicant or the applicants' application will be shared within the Conpak Group.

Applicants not hearing from us within 6 weeks from the date of advertisement may consider the applications unsuccessful. Personal data of unsuccessful applicants will be retained for future consideration and normally be kept no longer than two years from the date of rejecting the applicant.