

Assistant Company Secretary – Finance Group

- **Listed Company**
- **Asia Pacific exposure**
- **Circa HK\$750,000 per annum**

Our client is the Global Fortune 500 Corporation with over 100 years history in Finance and their business operation are worldwide. They are looking for a high calibre candidate to join their Company Secretarial team.

The incumbent will report to the General Counsel

Responsibilities:

- In charge and provide full set of company secretarial duties
- Handle daily modifiable transactions, ensuring corporate governance requirements
- Communication channel among individual directors to ensure efficient communication within the entire corporation.
- Attending the board and committees meeting, resolutions and responsible for minutes taking
- Monitoring the production of Annual/Interim Reports & quarterly results announcements
- Ad hoc projects such as legal matter, M&A, share restructuring and option handling etc.

Requirements:

- Degree in related disciplines with ICSA/HKICS qualification, Legal qualification is an advantage
- Min. 10 years' relevant experience, preferably gained in a sizable listed companies
- Well Knowledge of Companies Ordinance, Listing Rules, Securities and Futures Ordinance regulatory requirements for Hong Kong and overseas companies
- Mature, self-motivated, career-oriented, well organized and able to work independently and under pressure
- Excellent oral and written presentation skills in both Chinese and English

Candidate with less experience will also consider as an Assistant Company Secretarial Manager

To apply, please forward your resume to quoting job reference no. **GSI8946** gody.lui@gsiconsultants.com.hk or contact **Gody Lui** at +852 3755 5488. All applications will be treated with strict confidentiality.

Only short-listed candidates will be notified.