

Personal Assistant / Secretary

- **Listed Multi-National Company**
- **Dynamic and Westernized Culture**
- **Highly Competitive Package**

Our client is Listed Fortune 500 Company with diversified business together with over 20,000 employees in 150 offices worldwide. As part of their continuous growth, an outstanding opportunity has arisen for a high calibre candidate to join their company

The incumbent will report directly to the Department Head.

Responsibilities:

- Provide secretarial and professional support to the Chairman of the Group
- Liaise with internal and external business/social contacts to follow up on inquiries and build necessary relationship networks
- Manage and assist in organizing regional conferences and meetings, prepare agenda, minutes taking and reply to clients' enquiries
- Handle travel arrangement and hotel booking
- Assist to handle the business documents including correspondences and presentation materials.
- Maintain meeting minutes and records for corporate projects of highly confidential nature

Requirements:

- Degree holder and minimum 5 years relevant secretarial experience in Multinational Company with experience to serve management
- Proficient in MS Word, Excel, PowerPoint, Outlook
- Self motivated, detail oriented and to work in a fast-paced environment
- High proficient in both written & spoken English, Chinese & Putonghua

To apply, please forward your resume to 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.