

## Assistant Company Secretary

- **Main Board Hong Kong Listed Company**
- **Diversified Business Portfolios**
- **Circa HK\$900,000 per annum**

Our client is the HK-listed Company with diversified interests in property development and investment, Hotel management, manufacturing, trading, travel and other investments Asia Pacific and Europe. They are looking for a company secretarial professional to join their team.

The incumbent will report to the Named Company Secretary

### Responsibilities:

- Head up the company secretarial team to handle daily modifiable transactions, ensuring corporate governance requirements and listing requirements are met for the Group
- Communication channel among individual directors and share holders to ensure efficient communication within the entire corporation
- Attending all board, committees and shareholders meetings and responsible for minutes taking
- Monitoring the production of Annual/Interim Reports, announcements and circular
- Involve the ad hoc projects such as M&A, share restructuring, placing etc.

### Requirements:

- Degree in related disciplines with ICSA/HKICS qualification, Legal qualification is an advantage
- Min. 12 years' relevant experience, preferably gained in a sizable listed companies
- Well Knowledge of Companies Ordinance, Listing Rules, SFO 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

To apply, please forward your resume to quoting job reference no.GSI8837 [gody.lui@gsiconsultants.com.hk](mailto: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.