

Assistant Company Secretary

- **Hong Kong Listed Company**
- **Diversified Business Portfolios**
- **Circa HK\$720,000 per annum**

Our client is the HK-listed Company with diversified interests in real estate development and investment, property management, luxury hotels and apartments, manufacturing, healthcare services and other investments in Hong Kong, Mainland and Asia. They are looking for a high calibre candidate to join their Company Secretarial team.

The incumbent will report to the Head of Legal and Compliance.

Responsibilities:

- Lead the company secretarial team to handle daily modifiable transactions, ensuring corporate governance requirements and Main Board listing requirements are met
- Attending all board, committees and shareholders meetings and responsible for minutes taking
- Monitoring the production of Annual/Interim Reports & quarterly results announcements
- Oversee and follow up on the progress of monthly transaction reporting system for the subsidiary companies and submit reports for Management review
- Draft agreements and legal documents for ad hoc projects such as M&A, share restructuring, allotment, 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
- Solid 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 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.