

Company Secretary Manager - Conglomerate Listed Co.

- **Hong Kong Listed Company**
- **Diversified Business Portfolios**
- **Circa HK\$700,000 per annum**

Our client is the HK-listed Company with diversified interests in real estate development and investment, telecommunications, manufacturing, food, trading and other investments in Hong Kong and Asia Pacific. They are looking for a high calibre candidate to join their Company Secretarial team.

The incumbent will report to the Company Secretary.

Responsibilities:

- Handle daily modifiable transactions, ensuring corporate governance requirements and Main Board listing requirements are met
- 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 & 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
- Ad hoc projects such as M&A, share restructuring and option handling, 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
- 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

To apply, please forward your resume quoting reference no. GSI8670 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.