

Legal Secretary

- **Leading HK listed MNC group**
- **Excellent Career Advancement with global exposure**
- **Circa HKD \$450,000 per annum**

Our client is one of the leading MNC in the world with offices span across more than 70 countries worldwide is presently looking for high-caliber candidates to join their legal departments in their ever-expanding influence in the Asia-Pacific region

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The incumbent will report to the Legal Advisor.

Responsibilities:

- Responsible for the secretarial and administrative services for the Legal & Secretarial Department
- To coordinate/arrange amongst the department, Group and others including business appointment, travel arrangement, meetings with internal departments and third parties
- Need to ensure deadlines are met and the filing system are maintained in a systematic method
- To undertake ad hoc projects assignments as required

Requirements:

- Formal secretarial training, preferably with Diploma qualification
- Min. 4 years of solid secretarial experience; legal or secretarial field is preferably
- Excellence in audio-typing is advantage
- Good command of spoken and written English and Chinese; Putonghua is a definite advantage

To apply, please forward your resume quoting job reference no. GSI 1057 to andy.lin@gsiconsultants.com.hk or contact **Andy Lin** at +852 3755 5411. All applications will be treated with strict confidentiality. Only short-listed candidates will be notified.