

Senior Company Secretarial Officer

- Multi-national Company
- Good career development
- Attractive Remuneration Package

Our client is a leading global resources group together with over 40,000 employees which total asset value of USD 10 billion. As part of continual growth, an outstanding opportunity has arisen for an experienced professional to join the company.

The incumbent will report to the Company Secretary.

Responsibilities:

- Providing quality and professional corporate secretarial services to the Group
- Handle both Incorporating Hong Kong and offshore companies
- Ensure compliance with the statutory requirements
- Filing of company returns and other prescribed documents as required by relevant regulations;
- Implementing business decisions, internal policies and procedures

Requirements:

- Diploma holder or above in Company Secretarial studies or related discipline
- Member of HKICS or ICSA, student member with experience in sizeable Private Company will also consider.
- Minimum 5 years relevant working experience
- Good knowledge in HKSE listing rules and other compliance regulations
- Fluent in written and spoken English
- Excellent interpersonal and communication skills
- Good working knowledge of Microsoft Office applications
- Able to work independently and perform under pressure

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.