

## Secretary – Group Corporate Secretarial

(Ref: COSEC/CKHH)

**The Group Corporate Secretarial Department** is responsible for serving the secretarial needs of the Group and its subsidiaries. With the growth of our businesses, we continuously seek highly motivated individuals to join our team.

### Responsibilities:

The incumbent will be responsible for providing comprehensive administrative and clerical support to the Group Corporate Secretarial Department.

- Assist teams in preparing business correspondences and management reports
- Handle record management tasks such as data input, filing, scanning and photocopying
- Organize management meetings and arrange meeting packs Coordinate approval processes and obtain signatures from the management
- Perform ad-hoc duties as assigned by the department

### Requirements:

- Matriculated or above with formal secretarial training
- Minimum 5 years' secretarial or administrative experience, preferably gained from the company secretarial field or large corporations
- High proficiency in MS Office
- Well-organized, detail-oriented, diligent and able to meet tight deadlines
- A team player with effective interpersonal and communication skills
- Good command of spoken and written English and Chinese

Salary and benefits will be commensurate with experience and competence. Please forward detailed resume with indication of expected salary quoting our reference to [recruit@ckh.com.hk](mailto:recruit@ckh.com.hk)