

Secretary

(Ref.: SEC/CKHH)

Reporting to Senior Personal Assistant, the incumbent will be responsible for providing general secretarial and administrative supports to a senior executive of the CK Hutchison Group.

Responsibilities:

- Provide a full spectrum of clerical supports such as scanning, filing, in/out tray, replenishment of materials
- Maintain proper and accurate filing records and systems
- Communicate closely with different parties for meeting, teleconference and video conference arrangements
- Coordinate corresponding travel and accommodation arrangements for overseas trips
- Assist in the preparation of management reports, presentation materials, business correspondences and arrange approval signatures
- Handle sensitive information with utmost confidentiality and professionalism
- Liaise with internal and external parties to ensure smooth execution of tasks and events
- Perform ad-hoc duties as assigned by superiors

Requirements:

- Matriculated with formal secretarial training
- Minimum 5 years' relevant experience. Experience in serving senior executives in a sizable organization is advantageous
- High proficiency in Microsoft Office applications
- Strong sense of confidentiality and responsibility
- Meticulous, diligent, mature and well-organized with effective interpersonal skills
- Willing to accept additional responsibilities and work after normal working hours
- 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