

Senior Secretary

(Ref.: SSEC/CKHH)

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

Responsibilities:

- Manage and monitor the senior executive's calendar, schedule meetings and appointments
- Screen and prioritize incoming phone calls, mails and emails in a professional manner
- Communicate closely with different parties for meeting, teleconference and video conference arrangements
- Coordinate corresponding travel and accommodation arrangements for overseas trips
- 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
- Handle sensitive information with utmost confidentiality and professionalism
- Assist in the preparation of management reports, presentation materials, business correspondences and arrange approval signatures
- 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 8 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
- Ability to work independently and under pressure
- Meticulous, mature and well-organized with effective interpersonal skills
- Excellent 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