

# **Assistant Administration Manager**

(Ref.: GMSADMIN/CKHH)

Reporting to the Group Finance Director, the **Group Management Services Department** is responsible for the internal audit and information security functions of the Group. The incumbent will lead the administration team to provide a full range of administrative and business supports to the Department.

## **Responsibilities:**

- Responsible for a full spectrum of office administration, including general office administration, facilities management and procurement process
- Lead the administration team to ensure smooth office operations
- Provide secretarial supports to the department head, including scheduling meetings, managing correspondences and prioritizing incoming emails and calls
- Coordinate travel arrangements for team members, including budgets, flights, accommodations, and itineraries
- Handle reimbursement for travel expenses, maintain accurate records and timely processing
- Assist managers in report preparation and relevant database maintenance
- Perform ad-hoc duties as assigned

## **Requirements:**

- Diploma holder or above in any disciplines
- Minimum 8 years' office administration experience, preferably gained in large corporations or professional firms
- Proficient in MS Office and Chinese Word Processing
- A team player with good communication and prioritization skills
- Well-organized and diligent, showing a high level of accuracy and a willingness to accept responsibilities
- Effective verbal and written communication in English & Chinese
- Candidates with less experience will be considered as Senior Administration Officer
- Office location: Tsuen Wan

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)