

Secretary

(Ref.: SEC/CKHH)

The CFO Office is responsible for serving the accounting and financial needs of the Head Office and coordinating the related services within the CK Hutchison Group.

Responsibilities:

- Provide a full spectrum of secretarial and clerical support to the Management Accounting Team, including tasks such as scanning, filing, managing in/out trays, replenishment of materials and data input
- Assist in the preparation of business correspondences, management reports and presentation materials
- Manage calendars, schedule appointments and prioritize incoming calls
- Maintain proper filing and business records
- Communicate closely with different parties for meetings and other arrangements
- Perform ad-hoc duties as assigned by managers

Requirements:

- Matriculated with formal secretarial training
- Minimum 8 years' relevant experience preferably gained from sizable corporations
- High proficiency in MS Office and Power Point
- Good command of spoken and written English
- Meticulous, mature and well-organized
- A team player with effective interpersonal and communication skills

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