

CONYERS

Job Title	Group Secretary
Location	Hong Kong
Department	CCS
Date	8 July 2020

Group Secretary

We are currently seeking for high caliber candidates to join our Corporate Services team for the position of Group Secretary.

What Will You Do

- Assisting the supervisors in general company secretarial duties
- Processing company secretarial documentations in a professional and timely manner
- Keeping a systematic filing system for the Company Secretarial Department
- Other ad hoc duties assigned

What You'll Need

- Diploma / Degree / Student member of HKICS/ICSA or relevant major
- 1 to 2 years company secretarial experience
- Enjoy team work and willing to learn & develop career in Company Secretarial field
- Good interpersonal and communication skills

To apply, please send your CV to Jodie.lok@conyers.com. Closing date is 30 September 2020.