

# CONYERS

<b>Job Title</b>	Corporate Administrator
<b>Location</b>	Hong Kong
<b>Department</b>	CCS
<b>Date</b>	12 January 2021

## Corporate Administrator

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

### What Will You Do

- Assist in full set of company secretarial matters and incorporation of client companies in offshore jurisdictions, ie. Bermuda, BVI and Cayman
- Handle and deal with inquiries from clients on company secretarial services
- Perform statutory filings, oversee internal and external regulatory compliance requirements
- Liaise with clients on company secretarial and compliance issues directly
- Support your supervisor (and team, if required) to provide solutions and handle clients' inquiries
- Handle ad-hoc assignments and other duties

### What You'll Need

- Diploma / Degree / Student member of HKICS/ICSA or relevant major
- Recent graduates in corporate administration/governance will be considered
- Proficient in MS Office (Word ,Excel, Outlook) and Chinese Word Processing
- Good communication, telephone manners and interpersonal skill
- Good command of written and spoken English, Chinese & Putonghua
- Experience in using the software "Viewpoint" is an advantage

**To apply, please send your CV to [Jodie.lok@conyers.com](mailto:Jodie.lok@conyers.com). Closing date is 30 April 2021.**