

# CONYERS

<b>Job Title</b>	Group Secretary
<b>Location</b>	Hong Kong
<b>Department</b>	CCS
<b>Date</b>	12 January 2021

## **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](mailto:Jodie.lok@conyers.com). Closing date is 30 April 2021.**