

UCF Holdings Group Limited

Executive Assistant to CEO

UCF Holdings Group Limited (UCF Group) founded in 2003, has emerged as an integrated national financial service provider with multiple business products and licenses. UCF Group strives to leverage multiple license resource to build an intelligent financial platform that provides diversified products and services for small and medium enterprises, including credit, financial leasing, rural banking, industrial finance, wealth management, internet crowdfunding, and business jet. UCF Group currently has five business clusters as corporate finance, retail finance, industry finance, internet finance and investment. Meanwhile, UCF Group devotes to taking fully advantage of diversified business lines and maximizing synergy effects. Headquartered in Hong Kong, UCF Group has developed a comprehensive finance platform and expanded its business in Hong Kong, Singapore, France, Britain and the United States.

Executive Assistant to CEO

The Group is seeking to recruit an Executive Assistant to Chief Executive Officer to support the Group's business development including M&A projects, business negotiations, due diligence and KYC, etc.

The position will be based in Hong Kong and will be required to travel in Japan, China and Europe to conduct feasibility studies, project follow up and work with potential clients and partners. It is a challenging opportunity for young entrepreneurs who are proactive, keen to learn new skills and knowledge. The position has a great opportunity to advance and contribute to the Group's organic and inorganic growth.

Requirements: 2 - 5 years working experience with a master degree, must be proficient in Japanese, English and Mandarin. Interested parties, please contact Recruitment@ucfgroup.com.hk as soon as possible.