

## Resources Global Professionals (HK) Limited

### Project Assistant (6 months Contract)

Resources Global Professionals (RGP) [www.rgp.com](http://www.rgp.com) is a US based global professional services firm with a Big Four heritage. RGP is publicly traded on the NASDAQ (RECN) with a market cap exceeding US\$500 million. Our clients range from large global (Fortune 1000) multinational to major local companies in varying industries. Serving clients with more than 2,900 Consultants in 75 offices around the world, we provide advisory, project and interim solutions in the areas of Finance and Accounting, Information Management, Risk & Compliance, Human Capital, Legal Services and Supply Chain Management.

The Hong Kong office was established in 2000 and works closely with our other China offices to provide seasoned consultants to support clients in the region, including mainland China and other Asian cities.

Please visit our corporate website [www.rgp.com](http://www.rgp.com) for more details.

We are currently looking for a Project Assistant to join our team in supporting one of our top tier insurance clients' tax team in Hong Kong.

#### Responsibilities:

- Assist project team on all projects status tracking
- Coordinate meetings, manage project documentation and be on top of filing system
- Assist in general project administration duties as requested

#### Requirements:

- Bachelor's degree holder in Business related discipline
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Attention to details, independent, self-motivated and a strong sense of responsibility
- Good communication skills (English and Cantonese) and interpersonal skills
- Immediately available is preferred

We offer a comprehensive benefits and compensations program. Data received will be kept in strict confidence and used only for employed related purposes.

Project start date: Early January 2018

Work duration: Monday to Friday, 9:00 am – 6:00 pm

For interested parties: -

1. Please submit full resume to [rchk@rgp.com](mailto:rchk@rgp.com) along with availability, current and expected salary
2. Please quote the position applied for in the subject line of the email
3. Closing date for applications is **extended to 12<sup>th</sup> January 2018**

Candidates not invited for an interview within two months may consider their application unsuccessful.