



China Renaissance Securities (HK) Limited
Units 8107-08, Level 81
International Commerce Centre
1 Austin Road West, Kowloon
Hong Kong
Tel: +852 2287 1600
Fax: +852 2287 1699

China Renaissance Securities (Hong Kong) Limited

We are a leading financial institution providing a range of financial services, including private placement advisory, M&A advisory, securities underwriting, sales & trading, and investment management. The group is dedicated to serving China's new economy entrepreneurs with one-stop financial solutions in Mainland China, Hong Kong, and the United States.

China Renaissance maintains offices in Beijing, Shanghai, Hong Kong, and New York, employing approximately 500 professionals. Since its establishment in 2004, China Renaissance has grown to become a top advisor and service provider to China's entrepreneurs and investors. As of December 2016, the group has completed more than 420 transactions with over USD 80 billion in total deal value.

To cope with business expansion, we invite high-calibre candidate to join us.

Administrative Assistant

Role and Responsibilities:

- Provide secretarial and administrative support to bankers
- Manage and operate extensive travel arrangements, such as visas, flights, transportation arrangement, hotel bookings, expenses claims, etc.
- Manage trip schedules, meetings and conference calls arrangement and calendar management for senior executives
- Assist in other administrative duties assigned by the supervisor from time to time
- Provide backup for team executive assistant while she is away
- Handle any other duties or ad hoc projects and coordinate with team members as assigned

Job Requirements (Education and Experience):

- Degree holder with relevant experience in investment banking or financial industry is preferred
- Past experience in providing team supports will be an advantage
- Good command of spoken and written English and Chinese (Cantonese and Mandarin) with good communication and interpersonal skills
- Proficient in MS Office Application and Chinese word processing

Qualifications (Knowledge, Skills and Abilities):

- Ability to take and use constructive feedback, willingness to take initiative, solve problems, well-organized proactive, good team player and also can work independently
- Pleasant, detailed-oriented, self-motivated and responsible
- Professional work ethics in sensitivity/ confidential matters keeping and handling
- Some experience in operating travel arrangements for senior executives would be a plus

Interested parties please apply with your CV & Cover Letter via email to HRHK@chinarenaissance.com.

Personal data collected will be kept in strict confidence and used for recruitment purpose only.