

Company Name: **AKi Corporate Services Limited**
Industry: Accounting / Audit / Taxation

Job information

Employment Type: Graduate
Employment Mode: Full-time
Job Title: **Company Secretary Clerk**
No. of Vacancies: 1
Job Nature: Legal / Compliance

Responsibilities:

- Handle Company Secretarial Duties for private companies;
- Update and Maintain Statutory Records;
- Deal with clients and other business parties;
- Assist in other ad hoc tasks;
- Provide administrative supports to the team;

Requirements:

- Holder of Degree/Diploma in business administration, or related discipline;
- 1-2 years related to company secretarial experience is preferable;
- Self-independent, well organized and strong sense of responsibility;
- Good command of Cantonese, English and Mandarin;
- Immediate available is preferred;
- Fresh-graduated will be considered as Trainee;

Basic Salary: HKD 14000 per Month
Work Location: Hong Kong
No. of working hours per day: 9
No. of working days per week: 5
Others Benefits: Discretionary Bonus
Fields of Study Required: Accounting & Finance
Business Administration
Level of Award: Bachelor

Application Method

Submit CV to Shell LAU, Manager at shell@akihk.com.

Closing Date for Application

27 November 2020