

At Everbright Sun Hung Kai, we serve with professional integrity. More than a claim, this describes the way we do business. A subsidiary of Everbright Securities Company Limited (SSE: 601788, HKEX: 6178), with Sun Hung Kai & Co Limited (HKEX: 86) as its substantial shareholder, Everbright Sun Hung Kai offers a full-fledged financial platform that provides excellent cross-border and world-class financial products, and superior solutions for our clients. As one of the leading financial institutions with a solid foundation and history of excellence since 1969, Everbright Sun Hung Kai operates four core businesses, Wealth Management and Brokerage, Corporate Finance and Capital Markets, Asset Management, and Investment and Financing, serving individual, corporate and institutional clients in Hong Kong, Macau, Mainland China and the U.K.

Our all rounded product and service suite, and our solid track record of delivering a steady return on equity while being committed to staff development, present enormous prospects for talents.

Now an exciting opportunity has arisen for a high-calibre professional to join our dynamic team for a rewarding career:

Associate, Company Secretarial

Ref: ASSO/CS/IN

Responsibilities

- Handle a full range of company secretarial matters of private companies incorporated in Hong Kong, Cayman Islands and BVI (including corporations licensed by the Securities and Futures Commission)
- Ensure compliance with the Companies Ordinance, and other applicable laws and regulations
- Liaise with internal and external parties for company secretarial matters
- Assist in ad-hoc projects and tasks as assigned from time to time

Requirements

- Degree in Business Administration, English Studies, Laws or any related disciplines
- Student member of The Hong Kong Institute of Chartered Secretaries
- At least two years' solid working experience gained from a professional firm and/or listed company
- Excellent command of written English and Chinese. Fluency in Putonghua is an advantage
- Familiar with applicable statutory and regulatory requirements in Hong Kong, Cayman Islands and BVI
- Familiar with the use of CSA software or ViewPoint
- Well organized, mature, independent, attentive to details and self-motivated team player

Candidates with more experience and/or higher qualification will be considered for the position of **Senior Associate** (Senior Company Secretarial Officer level)

We offer a competitive remuneration package to the right candidate. If you are interested in the post, please send your resume together with your **present and expected salaries** through online application by clicking the "QUICK APPLY" button.

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For more information about our company, please visit www.ebshk.com.

We are an equal opportunity employer and welcome applications from all qualified candidates. All applications will be treated in the strictest confidence. Personal data provided will be used for recruitment purposes only. The job applicant will assume all or any risks arising out of or in connection with the job application transmission process prior to our actual receipt of the same including but not limited to accidental or unauthorized loss or disclosure of personal information, to which we will not be responsible in any way.

Under the Personal Data (Privacy) Ordinance, you may request access to, and / or correction of your personal data in relation to your application. If you wish to do so, please email to hr@ebshk.com.