

Executive Secretary

The Job

- Provide full range of secretarial and administrative support to the Senior Management. This includes, but not limited to, calendar management, organizing meetings, preparation of meeting agenda and presentations, minutes writing; internal and external correspondence handling, daily clerical support, file keeping etc.
- Be a core contact person between Management Committee, Council and other Committee members and Senior Management on day-to-day matters such as meeting arrangement, secretarial support etc.
- Assist the Senior Management in coordinating with internal and external stakeholders on daily operations
- Work across functions to support department heads in their communication with the Senior Management and their needs of support
- Facilitate special projects and ad hoc assignments and perform other administrative duties as required.

The Candidate

- University graduate with at least 10 years of relevant work experience supporting Senior Management and Committees
- Mature personality, self motivated, highly organized, strong sense of confidentiality and responsibility, excellent interpersonal skills
- Proficient in MS Office especially Word, Excel, and Powerpoint
- Excellent command of spoken and written English and Chinese

To Apply

Interested parties, please send your full resume stating the level of attainment in English Language, salary expectation and date of availability to recruit@hkbcf.org. Consideration of applications will continue until the position is filled.

Please note that all information collected will be used for recruitment purposes only and treated with complete confidentiality. We value your interest in the HKBCF, but we regret that only those applicants under consideration will be contacted. The personal data of unsuccessful applicants will be destroyed within six months.