

CONYERS

Job Title	Corporate Administrative Assistant
Location	Hong Kong
Department	CCS
Date	9 November 2021

Conyers is a leading international law firm with a broad client base including FTSE 100 and Fortune 500 companies, international finance houses and asset managers. The firm advises on Bermuda, British Virgin Islands and Cayman Islands laws, from offices in those jurisdictions and in the key financial centres of Hong Kong, London and Singapore.

Corporate Administrative Assistant

We are currently seeking for high caliber candidates to join our Corporate Services team for the position of Corporate Administrator Assistant.

What Will You Do

- Assisting the supervisors in general company secretarial duties
- Processing company secretarial documentations in a professional and timely manner
- Keeping a systematic filing system for the Company Secretarial Department
- Other ad hoc duties assigned

What You'll Need

- Diploma / Degree / Student member of HKICS/ICSA or relevant major
- Around 1 year of company secretarial experience is preferred
- Enjoy team work and willing to learn & develop career in Company Secretarial field
- Good interpersonal and communication skills

To apply, please send your CV to Jodie.lok@conyers.com.