

CONYERS

Job Title	Corporate Administrator
Location	Hong Kong
Department	CCS
Date	29 April 2022

Corporate Administrator

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

What Will You Do

- Assist in full set of company secretarial matters and incorporation of client companies in offshore jurisdictions, ie. Bermuda, BVI and Cayman
- Handle and deal with inquiries from clients on company secretarial services
- Perform statutory filings, oversee internal and external regulatory compliance requirements
- Liaise with clients on company secretarial and compliance issues directly
- Support your supervisor (and team, if required) to provide solutions and handle clients' inquiries
- Handle ad-hoc assignments and other duties

What You'll Need

- Diploma / Degree / Student member of HKICS/ICSA or relevant major
- Recent graduates in corporate administration/governance will be considered
- Proficient in MS Office (Word ,Excel, Outlook) and Chinese Word Processing
- Good communication, telephone manners and interpersonal skill
- Good command of written and spoken English, Chinese & Putonghua
- Experience in using the software "Viewpoint" is an advantage

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