

Vacancy

CLP Holdings Limited
Group Legal Affairs and Chief Administrative Office
Legal (Asia Pacific)
Secretary (6-month)
[Ref.: CLPH-GLACAO-LAP-S]

We are looking for a high caliber individual to join our Legal (Asia Pacific) team of Group Legal Affairs and Chief Administrative Office as a Secretary for a 6-month contract. Key responsibilities include:

The Position Profile:

Support a team of lawyers to

- Maintain a well-organised records management system
- Plan, organise and coordinate overseas travel arrangements including liaise with travel agents and hotels, etc.
- Provide general secretarial duties which include taking minutes, drafting correspondence as well as managing confidential and sensitive documents
- Plan, organise and coordinate meetings, conferences and training, maintenance and data input of various corporate systems
- Perform ad hoc project assignments
- Provide administrative support to team members

Requirements:

- Minimum 5 passes in HKCEE including English (Syllabus B) and Chinese or equivalent
- A recognized Diploma in Secretarial Studies or equivalent
- At least 5 years' secretarial and administrative experience
- Excellent skills in MS Office applications
- Proficient in both spoken and written English and Chinese (Cantonese and Putonghua)
- Well-organised, self-motivated, detail-minded and committed
- Strong administration skills

Please apply by sending email to ghr@clp.com.hk giving a detailed C.V., including academic qualification, career history, current and expected salary, major achievements and personal attributes on or before **22 June 2021**.

Important: To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: CLPH-GLACAO-LAP-S_Last Name_First Name_Other Names (if applicable)

Applicants not invited for interview within 6 weeks from the closing date may assume their applications unsuccessful.

Information provided will be for recruitment purpose within the CLP Group and only short-listed candidates will be contacted. We comply with all applicable laws and regulations of HKSAR in handling applications. For details of the Personal Information Collection Statement, please visit our website: <http://clp.to/engPICS>

For further information on our company, please visit our website: <https://www.clpgroup.com/>

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