



Corporate Functions

Current Vacancies

總經辦助理

Executive Assistant

Secretary

Group Tax Director

Senior Accountant

Senior Accounting Assistant / Accounting Assistant

Senior Software Engineer

Senior Communications Executive / Communications Executive

Application Production Support Engineer - FX

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總經辦助理

工作職責:

- 協助總經理處理日常行政及管理事務，包括執行、協調及輔助
- 安排總經理外訪的接待及會議行程
- 協調國內部門主管及其他業務的聯繫
- 熟悉與掌握公司情況，尤其國內，並及時向總經理反映及提出意見
- 能獨立處理被分派工作的實施及作出適時匯報
- 完成總經理交辦的其他任務

工作要求:

- 母語為普通話
- 本科或以上
- 能獨立處理中、英文書
- 知識素養高，知識面廣
- 具備較強的交往及溝通能力
- 嚴謹細緻，思路清晰
- 良好組織、協調能力





Executive Assistant

Responsibilities:

- Liaises and coordinates with our business units, potential joint venture partners and government departments
- Proactively liaises and coordinates with Group Executives and Operations Executives on cross regional/operational projects
- Independently manages multiple projects as assigned by the Executive related to diverse lines of business, community, and personal interests with inter-related activities and relationships
- Coordinates calendar, travel, meeting, and schedule arrangements for the Executives, business partners, and customers
- Initiating contact and securing appointments, equipment, and facilities as appropriate
- Administrative and functional activities include but are not limited to:
 - taking phone calls;
 - maintaining personal and business files;
 - corporate record keeping for multiple entities;
 - note taking & creating documentation;
- Filing, storage & retrieval of business and personal activities. Handles financial and accounting matters for the executives with confidentiality.
- Prepares and sends business and private correspondence
- Any other duties as assigned





Requirements:

- Degree or above with or without formal secretarial training
- With minimum 5 years of working experience in sizable corporation
- Well organized, meticulous and result driven
- Able to carry out responsibilities with professionalism, respect for others, in accordance with the organization's policies and applicable laws





Secretary

Responsibilities

- Provide secretarial and administrative support to a senior executive
- Perform general secretarial duties such as travel arrangement, schedule maintenance, minutes taking, and screening phone calls
- Perform ad-hoc duties as may be assigned from time to time

Requirements

- Degree holder
- Minimum 3 years secretarial experience
- Excellent command of written and spoken English & Chinese including Putonghua
- Detailed-oriented, mature and be able to handle multiple tasks
- Good team player with excellent communication and interpersonal skills
- Proficient in MS Office, including Word, Excel, Powerpoint etc





Group Tax Director

Job Responsibilities:

- Oversee, manage and monitor tax function for all the companies and subsidiaries across the Group
- Manage and implement tax planning strategies and tax risk management
- Develop, implement and maintain alert protocols
- Spearhead the tax efficiency enhancement and overall financial savings initiatives
- Ensure tax compliance with latest tax regulations
- Liaise with inter-group departments, business units, tax authorities and government departments

Requirements:

- Degree in Tax / Accounting / Finance / Law or other related disciplines and professional qualification
- 15 years or above experience in HK and PRC tax management acquired from sizable companies / professional firms / MNCs / ListCos.
- Solid exposure to PRC tax, investment, foreign exchange and cash management
- Familiar with PRC tax documentation
- Strong analytical, presentation, communication and negotiation skills
- Excellent command of both verbal and written English and Chinese (Cantonese & Putonghua)





Senior Accountant

Job Responsibilities

- Handle full set of accounts and daily accounting functions
- Prepare various management and analysis reports to the Management team and the Group
- Handle month-end / year end closing including the preparation and review of financial statements and management reporting, budgeting and forecasting
- Review and monitor project cost control, prepare performance of cost and variances analysis report
- Assist in ad-hoc assignments and projects

Requirements

- Bachelor Degree in Accounting or related discipline
- Minimum 5 years accounting experiences with 2 years in supervisory level
- Excellent communication and leadership skills
- Analytical mind, detail-oriented, independent, able to work under pressure and meet tight deadline
- Proficient in MS Office Applications, MS Excel and accounting software such as Flex and Dynamic AX
- Good command of written and spoken English and Chinese, Putonghua is a plus





Senior Accounting Assistant / Accounting Assistant

Job Responsibilities:

- Prepare accounting vouchers and regular reports
- Ensure calculations and data accurately entered into the system
- Assist in ad-hoc projects as required
- Perform daily accounting functions including accounts receivable & payable, petty cash, etc.

Requirements:

- Diploma holder in Accounting or equivalent discipline
- 3 years or above accounting experience
- Experience in accounting software is an advantage
- Good interpersonal and communication skills
- Good command in both written and spoken English and Chinese, Putonghua is a plus
- Candidate with less experience will consider as Accounting Assistant





Senior Software Engineer

Responsibilities

- Collects and document business requirement, analyses and develops software solutions according to software development lifecycle
- Examine operational feasibility by performing analysis, problem definition, solution development, and propose solutions
- Communicate with vendors for system implementation and enhancements
- Liaise with development team to enhance both new and existing systems
- Examine, review and refine software quality for deployment
- Develop software to according to business requirement
- Closely work with end-users to perform SIT, UAT, Production rollout and post-implementation support
- Assist in developing standardized architecture for new business and application system

Requirements

- University degree in Computer Science or related disciplines
- Minimum 5 years' relevant experience in SFC/Financial related trading/settlement system
- Familiar with SFC/Financial related trading system front-to-back business/system flow
- Relevant experience in KYC/CDD system/business flow is an added advantage
- Hands on experience in Python, Java, .Net framework, MSSQL, Oracle database development
- Knowledge in report/dashboard development on BI tools will be a definite advantage
- Experience in Web-based and mobile application development is a plus
- Experience in vendor management
- Strong interpersonal skills and a good team player
- Excellent communication skills in English and Cantonese, Mandarin is a plus





Senior Communications Executive / Communications Executive

Responsibilities

- To assist in planning, organizing and executing PR and marketing activities and event management with clearly defined objectives / goals, strategies to be put in place, the corresponding KPIs defined and the budget assessed in order to maximize marketing ROIs
- To manage and co-ordinate the brand's advertising and marketing materials, media platforms including website content, social networking sites and other digital media platforms
- To maximize media exposure through preparation and distribution of press releases, handling of media enquiries
- To conduct research and analyze data to identify and define audience and help to assist in preparing reports and proposal
- To prepare and coordinate copy-writing and creative messaging
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Requirements

- Bachelor's degree holder in PR / Communications / Marketing or related disciplines
- 3 years of related working experience, preferably in marketing, events / media industry, brand management
- Candidate with more relevant experience will be considered as Senior Communications Executive
- Working experience in PR / Event management / Media / Digital Marketing will be highly preferable
- Proactive, efficient, independent and detail-minded
- Outgoing personality, passionate, pro-active and self-motivated
- Excellent written and spoken in both English and Chinese





Application Production Support Engineer - FX

Responsibilities

- Manage the system and application production environment and to ensure system stability, security and availability;
- Responsible for driving technical solutions in alignment with the system/application roadmap and to meet BU owners' requirements;
- Collaborate with project team and external vendors on application-related project implementation and ongoing operational support;
- Identify problems and participate in problem management resolution by collecting and tracking data and progress.
- Perform the system implementation, deployment and production release processes

Requirements

- Degree in Computing Science or related discipline
- 3-5 years relevant of experience in SFC related trading system business (Candidate with over 5 years will consider as a Senior)
- Familiar with trading system front-to-back business flow
- Experience in .net framework, java, Shell Script, MSSQL, Oracle database, Web and Mobile application experience is a plus
- Familiar with trading systems and operations such as MT4, M-Finance and Pricing Systems
- Good analytical, communication, interpersonal skills and problem solving skills
- Proactive, independent and proven ability to work under pressure
- Good command in both spoken and written English & Cantonese. Mandarin is a plus

