

Executive Assistant

KEY RESPONSIBILITIES

1. Keep track of all planned objectives and projects to be completed before deadline
2. Prepare executive documents including spread sheets, graphs, presentations and management reports
3. Formulate and manage marketing event coordination
4. Manage local and overseas travel arrangement
5. Handling banking matters including opening and closing of bank accounts
6. Plan and coordinate with related external / internal parties for appointments, meetings, invitations, staff events, etc.
7. Manage filing system
8. Provide full range of personal and secretarial support to Chairman
9. Assist in ad hoc assignments as required

KEY SKILLS

1. Diploma or above
2. Advanced knowledge of MS Word, Excel and PowerPoint applications
3. Excellent interpersonal and communication skills
4. Proactive, flexible and diligent personality
5. Ability to work independently
6. Fluent in English, Cantonese and Putonghua
7. Minimum 3 years solid experience in serving senior executive
8. Familiar with SFC regulation is a plus
9. Formal secretarial training is preferred
10. Experience in working in MNC is preferred

Interested candidates, please send your full CV together with the following to hr@stifg.com:

- a. Expected Salary
- b. Current Salary
- c. Reason for leaving current and past employments