
Position : Admin Secretary

Location : Hong Kong

Discover New Possibilities at FinStyle Group

FinStyle Family Office is a place that provide **comprehensive training and excellent career development opportunities.**

We are an integrated platform that we deliver bespoke wealth preservation solutions and all around investment, asset management and risk protection for families.

Responsibilities:

- Provide secretarial and administrative support including document processing, and maintaining document database
- Arrange meetings, travel itinerary and accommodation
- Establish and maintain filing system, inventory and records control, take minutes
- Retrieve files, records and other documents to obtain information to respond to requests
- Complete different kind of forms in accordance with company procedures, order necessary office supplies for department.

Requirements:

- Good team player with excellent communication and interpersonal skills
- Advanced skills in word, excel and PowerPoint and Chinese typing
- Very high integrity, self-motivated, well-organized and good interpersonal skill;
- Able to deal with multi-cultural environment;
- Good ethics, mature, proactive, meticulous and professional;

Join Us

If you are ready to take the challenges!

Apply now by sending your updated resume to HR@finstyle.com.hk

Please mention your expected salary and the earliest availability in the resume.