



CONYERS

We're Hiring

CORPORATE ADMINISTRATOR, HONG KONG

Conyers is a leading international law firm with a broad client base including FTSE 100 and Fortune 500 companies, international finance houses and asset managers. The firm advises on Bermuda, British Virgin Islands and Cayman Islands laws, from offices in those jurisdictions and in the key financial centres of Hong Kong, London and Singapore.

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 HKCGI/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.