



**信達國際控股有限公司**  
**CINDA INTERNATIONAL HOLDINGS LIMITED**

(SEHK Stock Code : 111)

We are a fast growing listed financial group offering a comprehensive range of financial services covering corporate finance, securities trading, commodity and futures trading and assets management. To cope with business expansion, we invite high-calibre candidates to join us for the following position:

**Deputy Manager / Assistant Manager - Company Secretarial Department**  
(Ref No.: DM/AM/COMSEC/03-24)

***Responsibilities:***

- Assist the Head of Company Secretarial Department in providing company secretarial support to the listed company and group subsidiaries
- Assist in preparing regular reports and announcements of the listed company
- Assist in handling reporting requests from substantial shareholders and PRC regulatory authorities
- Assist in organizing board meetings, committee meetings and general meetings of the listed company
- Assist in maintaining statutory records and handling routine filings for group subsidiaries
- Assist in maintaining bank and securities accounts of group companies and handling KYC requests from time to time
- Assist in group CSR matters
- Handle other ad-hoc tasks as assigned from time to time

***Requirements:***

- Recognized degree holder and member of HKCGI/ICG
- 6-8 years related experience preferably in listed companies
- Well-organized, self-motivated, detail-minded and committed individual and be a team player
- A pleasant, proactive and mature character with strong interpersonal and communication skills
- Able to work under pressure and meet tight deadlines
- Good commands of written and spoken English and Chinese (Putonghua)
- Proficient in MS Office and Chinese word processing applications
- Immediate available is an advantage

Interested parties please send your full resume stating your present & expected salary to HR Dept, quoting the reference number via e-mail to [hr.recruit@cinda.com.hk](mailto:hr.recruit@cinda.com.hk) or fax to 2235 7748 or mail to HR Department, 45/F, COSCO Tower, 183 Queen's Road Central, HK.

[www.cinda.com.hk](http://www.cinda.com.hk)

*(All personal data will be used for recruitment purpose only)*

