



RHL International Group | 永利行國際集團 is one of the longest established professional consultancy group in Asia and offer professional services on Corporate Valuation & Advisory, Real Estate Solutions & General Practices Surveying, and Integrated Client Solutions. Francis Lau & Co., (Surveyors) Ltd is also our group member. We have a strong team of registered professional surveyors, financial analysts, valuers and other professionals.

We invite talent like yourself to join us and grow together with our team :-

Administrative Assistant

Responsibilities

- Provide comprehensive secretarial, administrative and executive support to Department Head
- Prepare business correspondences, reports, presentation materials, proposals, agenda, minutes, other confidential and professional documents
- Maintain relevant correspondences and document in proper and systemic filing system for fulfilling ISO certification compliance
- Handle incoming calls and liaise with professional parties in a good manner
- Handle ad hoc tasks and participate in some special assigned projects

Requirements

- Degree or Diploma holder with formal secretarial training
- Minimum 1 years' relevant experience in office administration or in supporting Senior Executive
- Good team player with strong interpersonal & communication skills, possess the ability to multi-task, and have a keen eye for details
- Excellent command of both written and spoken English and Chinese, fluency in Putonghua is preferred
- Proficiency in computer skills including Microsoft Word, Excel and Power point, and Chinese Word Processing
- Good in time management

Salary and benefits will commensurate with experience and qualifications. We offer attractive remuneration package to appropriate candidate. Please send a full resume with contact telephone number, date of availability and expected salary via e-mail at hr@rhl-int.com

Company website : www.rhl-int.com

<https://www.rhl-int.com/eng/about-us/career/>

Please note that only short listed candidates will be notified. Data from employment applications will be kept confidential and used only for the purpose of recruitment. We will retain the applications for a maximum of 6 months for future suitable openings.