



CHARTERED
SECRETARIES
特許秘書

Chartered Secretaries Career Classified

Professionals Guaranteed!

Advertising Kit January 2010

About The Hong Kong Institute of Chartered Secretaries

The Hong Kong Institute of Chartered Secretaries (HKICS) is an independent professional body dedicated to the promotion of its members' role in the formulation and effective implementation of good governance policies in Hong Kong and throughout China as well as the development of the profession of Chartered Secretary.

HKICS was first established in 1949 as an association of Hong Kong members of the Institute of Chartered Secretaries and Administrators (ICSA) of London. It became a branch of ICSA in 1990 before gaining local status in 1994 and today has more than 5,200 members and 2,700 students.

Chartered Secretaries Career Classified

Chartered Secretaries *Career Classified* is an online recruitment service that will give you direct access to the biggest audience of Chartered Secretaries in Hong Kong. If you are looking for a professional company secretary, compliance or governance specialist or a high calibre professional, visit *Career Classified* now at www.hkics.org.hk.

Our Service:

An online job board, with exclusive access to HKICS members (Chartered Secretaries), graduates and students, it provides the ideal platform to advertise your career opportunities and generate high quality responses.

Our Audience:

The biggest database of Chartered Secretaries in Hong Kong has over 5,200 members and 2,700 students. This enables you to reach quality candidates that match the skills and experience criteria you need in today's competitive market.

Advertising on Career Classified is quick and easy simply:

- Submit a recruitment advertisement online and benefit from a captive audience of Chartered Secretaries/governance professionals.
- Enjoy this great value advertising option; our rates compare very favourably with other online recruitment media.
- Save recruitment time as our focused audience ensures that your job advert reaches the right candidates.

Steps to Place a Recruitment Advertisement

Enter [Career Classified](#) → fill out the 'Career Submission Form' → HKICS confirm receipt and verify your job details → HKICS submit the recruitment advertisement layout for your review → Job posted

Advertising Rate

HK\$900 for one recruitment advertisement for 30 days.

The screenshot displays the HKICS website interface. The main content area shows a list of recruitment advertisements under the 'Career Classifieds' section. The selected advertisement is for an Assistant Company Secretary position at China South City Holdings Limited. The details of this advertisement are as follows:

Company Name	Position
Intertrust Hong Kong	Compa
Intertrust Hong Kong	Compa
Comba Telecom Systems Limited	Assista
CHINA SOUTH CITY HOLDINGS LIMITED	Assista
Brightoil Petroleum (Greater China) Limited	Compa
Giordano Ltd	Assista
Hutchison Port Holdings	Senior C
TMF Hong Kong Limited	Compa
Huabao International Holdings Limited	Assista
KCS Hong Kong Limited	Assista
A.F. Private Limited (a member of AFP Group)	Senior I
Aquis Search	Compa

Company Details	
Company Name	CHINA SOUTH CITY HOLDINGS LIMITED
Company Description	China South International Industrial Materials City is an integrated logistics and property development project in Shenzhen developed by Hong Kong Industrialists.
Email	personnel@csch.com
Classified Start Date	13 Aug 2009
Job Details	
Position	Assistant Company Secretary
Job Description	<ul style="list-style-type: none"> - Handle compliance and routine company secretarial duties in listed company; - Prepare annual report, interim report, announcements, circular and correspondence with the Stock Exchange - Organize and prepare for board meetings, committee meetings and shareholder meetings and draft minutes - Review documents related to corporate finance and M&A transactions - Handle ad-hoc assignments
Minimum Qualifications	<ul style="list-style-type: none"> - University graduate and member of HKICS/CSA; - 7 relevant experience in listed companies in HK; - Hand-on Experience in company secretarial matters is a MUST; - Well conversant with Company Ordinance, Listing Rules, Securities and Future Ordinance and other statutory and regulatory requirements for HK & PRC companies; - Good command of spoken and written English and Chinese, Mandarin is a plus;
Application Method	<p>Please send detailed resume and indicating current and expected salary to Ms. Tong at personnel@csch.com or fax it to 2198 1045 (data collected will be used for recruitment only).</p>
HKICS/CSA	Fellow
Length of Working Experience	4 to 6 years
Type of Employment Organisation	Listed public company
Monthly Salary Range	

Note to Employers

1. All recruitment advertisements are to be provided by employers. Employers shall warrant that any information provided or contained in *Career Classified* is accurate in all aspects. By providing such information, the Employers are taken to have agreed to indemnify The Hong Kong Institute of Chartered Secretaries (the “Institute”) from any claim from any third party as a result of or arising out of such information. The Institute shall not be held liable for any loss or damage suffered by anyone as a result of any use or reliance on any of the information provided or contained in *Career Classified*.
2. The Institute is not bound to accept request for placing an advertisement. The Institute’s decision as to whether any advertisement is to be posted online shall be final.

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