

Chartered Secretaries CS Job Openings

Professionals Guaranteed!

Advertising Kit

Chartered Secretaries. More than meets the eye.
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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 as well as the development of the profession of Chartered Secretary in Hong Kong and throughout Mainland China.

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.

HKICS is a founder member of Corporate Secretaries International Association (CSIA) which was established in March 2010 in Geneva, Switzerland to give a global voice to corporate secretaries and governance professionals.

HKICS today has over 5,800 members and 3,200 students.

Chartered Secretaries CS Job Openings

Chartered Secretaries CS Job Openings 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/governance specialist or a high calibre professional, visit CS Job Openings 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 5,800 members and 3,200 students. This enables you to reach quality candidates that match the skills and experience criteria you need in today's competitive market.

Advertising on CS Job Openings 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 [CS Job Openings](#) → Fill in 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. On the left, there is a navigation menu with options like 'Home', 'About Us', 'Membership', 'Education', 'News', 'Publications', 'Events', 'ICPD', 'Submissions', and 'Contact Us'. The main content area is titled 'Memberships - Career Classifications' and lists various companies and their positions. A detailed view of a job advertisement is shown on the right, for 'CHINA SOUTH CITY HOLDINGS LIMITED'. The advertisement includes the following information:

- Company Name:** CHINA SOUTH CITY HOLDINGS LIMITED
- Company:** China South International Industrial Materials Co is an integrated logistic and property development project in Shenzhen developed by Hong Kong industrialists.
- Email:** person@cschc.com
- Classified Start Date:** 12 Aug 2008
- Job Details:**
 - Position:** Assistant Company Secretary
 - Job Description:** 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 AGM/EGMs; Prepare documents related to corporate finance and M&A transactions; Handle ad-hoc assignments.
 - Minimum Qualifications:** University graduate and member of HKICSSA; 7 relevant experience in listed companies in HK; Hard on Experience in company secretarial matters is a MUST; F&W consistent with Company Ordinance, Listing Rules, Securities and Futures Ordinance and other statutory and regulatory requirements for HK & PRC companies; Good command of spoken and written English and Chinese, Mandarin is a plus; Please send detailed resume and including current and expected salary to: hrp@personnel@cschc.com or Tel: 075 2168 2948 (24hrs) (Detailed CV will be used for recruitment only).
- Application Method:** HKICSSA Fellow
- Length of Working Experience:** 4 to 5 years
- Type of Employment Organization:** 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 CS Job Openings 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 CS Job Openings.
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.

Contact Details

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