

## Personal Assistant to Chairman

### Job Description:

- Report to Executive Assistant of Chairman Office, to provide secretarial support including organizing and preparing meeting agenda, taking minutes, handling correspondences, drafting emails and maintaining the filing system.
- Organize and manage Chairman's calendar and appointments. Arrange and coordinate internal and external business meetings and social events.
- Assist in Chairman's corporate, business and investment related activities, tasks and projects which include record keeping, liaison, coordination, scheduling, monitoring projects, research and analysis.
- Accompany Chairman and family local and overseas functions and trips.
- Assist Executive Assistant in all ad-hoc assignments.
- Be prepared for field work, overtime and flexible working hours may be required.

### Requirements:

- Degree holder with a minimum 1 to 2 years' relevant experience in sizable companies. Experience in financial industry is preferred.
- Excellent command of spoken and written English and Chinese.
- Well versed in MS Office (Word, Excel and PowerPoint), Chinese word processing and familiar with IOS device setting.
- Fit and proper handling of confidential information is a must.
- Good planning, strong interpersonal and communication skills.
- Ability to work and be highly organized under pressure, able to prioritize and handle multiple tasks.
- Independent, meticulous and be self-initiated.
- Fresh graduates with passion and positive learning attitude would be considered.

Interested candidates please send your full resume with current and expected salary in MS Word format at [career@vp.com.hk](mailto:career@vp.com.hk). Personal data will be used for recruitment purpose only.

Only shortlisted candidates will be notified.