

Team Assistant

Job Descriptions:

- Provide professional, administrative support on all levels to the team, including diary management and acting as contact point for senior team members
- Proactively manage calendar with minimal direction
- Organize complex domestic/international travel, as well as expense management and processing
- Manage incoming correspondence and prioritize competing requests
- Working with the Finance Department to ensure invoices and process and paid in a timely manner
- Draft and coordinate meeting agendas and materials
- Liaise with other departments in HK and other countries on the execution of strategic projects
- Maintain efficient filing and organization of correspondence, reports, research data and meeting materials, keep track of the teams' meeting schedules
- Work with the Marketing Depts. on PowerPoint presentations, preparation of presentation materials including printing, coping, and binding.
- Assist with the planning and coordination of conferences and events attended and sponsored by VP with our Investment Team, Business Development and Client Services team
- Arranging and monitoring business travel, including travel visa requirements
- Assist in the onboarding of new team members

Job Requirements:

- Degree holder with secretarial / administrative related qualifications, degree holder an advantage
- 2 – 3 years or above related work experience
- Past experience in providing team supports and Immediate available will be an advantage
- A pleasant, detail-oriented, accurate, responsible individual who is self-motivated, willing to learn, and can demonstrate very good administrative organizing, co-ordination and multi-tasking skills in a fast-paced environment
- Flexible, well-organized, proactive, good team player and also can work independently
- Reliable & trustworthy, able to keep confidentiality

- Good command of spoken and written English and Chinese (Mandarin and Cantonese) with good communication skills
- Good in MS Office applications (e.g. Outlook, Word, Excel, PowerPoint) and Chinese word processing
- Professional work ethics in sensitivity, secrets / confidential matters keeping and handling

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

Only shortlisted candidates will be notified.