



Legal & Compliance Secretary

Job Overview: Providing support to the General Counsel Office (legal, compliance and risk functions).

We are seeking a highly organized and detail-oriented Secretary to join the General Counsel Office. The candidate will play a crucial role in supporting the legal, compliance and risk teams by managing a range of administrative tasks and ensuring the smooth operation of related functions. This role requires a candidate with a good understanding of corporate and legal secretarial and administrative procedures, and the capability to support and maintain legal and compliance knowledge management systems and regulatory records.

Responsibilities:

1. Legal and Compliance Support:

- Assist in the management and organization of legal documents and resources.
- Assist in the maintenance and organization of compliance records including SFC license applications, CPT training records, regulatory reports, questionnaires, and updates to licensed personnel records.
- Assist in coordinating regulatory communications, keeping minutes of regulatory meetings, and maintaining legal and compliance related professional licenses for GC Office staff.

2. Project-Based Tasks:

- Prepare board and shareholder resolutions, project-related ancillary documents, and facilitate document signing and closing logistics.
- Coordinate and maintain project bibles, NDA records, and draft and maintain meeting minutes.

3. Knowledgebase and System Enhancement:

- Contribute to the optimization, maintenance and upgrade of the legal and compliance knowledgebase system.

4. Billing Maintenance and Processing:

- Manage billing records and assist with processing invoices and expenses.

5. Team Support and Administrative Tasks:

- Coordinate team awards applications, interviews, and external meeting arrangements.
- Organize and support General Counsel Office team activities and cross-team meetings.
- Assist with administrative tasks including reimbursement and travel arrangements.

Qualifications:

- Minimum Bachelor's degree in relevant fields.
- 2-3 years of experience as a business secretary or company secretary in the financial, investment or fintech industry, or legal secretary or paralegal in well-established law firms.
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Proficiency in maintaining records and documentation with a high level of accuracy.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite.
- Familiarity with legal and compliance systems and procedures is preferred.
- Language proficiency in English, Putonghua and Cantonese.

Based in Hong Kong, the candidate is offered with an exciting opportunity to be part of a dynamic team in a rapidly evolving industry. The successful candidate will contribute to the efficient functioning of the General Counsel Office while gaining valuable experience in the field of regulatory compliance, risk and legal operations.