

粵海置地控股有限公司 Guangdong Land Holdings Limited

香港干諾道中 148 號粵海投資大廈 18 樓
18th Floor, Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong
電話 Tel: (852) 2165 6262 圖文傳真 Fax: (852) 28152020

About the Company

公司簡介

Guangdong Land Holdings Limited (the “Company”)(stock code: 0124), headquartered in Hong Kong, is a subsidiary of GDH Limited, the largest conglomerate of Guangdong Province operating outside Mainland China. The Company is principally engaged in property development and investment.

粵海置地控股有限公司（「本公司」，股份代號：0124）總部位於香港，是廣東省最大規模的境外綜合性企業集團－粵海控股集團有限公司的控股企業。本公司主要從事房地產開發及投資業務。

To support the rapid growth of our business, we would like to invite a highly committed and experienced professional to fill in the following position:

為了支援公司業務的快速增長，我們誠意邀請經驗豐富及敬業的專業人士加入我們公司，從事下列職位的工作：

Position: Company Secretary

職位：公司秘書

Location: Sheung Wan

工作地點：上環

Responsibilities:

職責

The Company Secretary shall perform the full range of company secretarial and statutory compliance duties, and corporate governance matters including but not limited to:

公司秘書需履行全面公司秘書職務、合規監管及公司治理職責，包括但不限於：

- To ensure compliance of statutory and regulatory matters of the Company and its subsidiaries (the “Group”), including compliance with Companies Ordinance, Securities and Futures Ordinance (“SFO”), the Hong Kong Listing Rules and other relevant statutory and regulatory requirements;
確保公司及其下屬企業（簡稱“集團”）日常運作合法合規，包括符合公司條例、證券及期貨條例、上市規則及其他相關法律法規的要求。
- To organize and maintain records of board, committee and shareholders meetings, and to ensure proper filings of corporate documents;
籌備董事會、委員會及股東會議的召開，維護相關的法定會議記錄及確保妥善呈報公司文件。
- To advise the board and the management on corporate governance and regulatory matters;
為董事會及管理層提供公司治理及監管合規方面的意見。
- To provide compliance advice on material transactions and corporate matters of the Group;
為集團重大交易及公司事務提供合規方面的意見。

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- To liaise with the Hong Kong Stock Exchange and other regulatory authorities;
與香港證券交易所及其他監管機構保持密切聯絡與合作溝通。
- To draft announcements, circulars and interim / annual reports;
負責起草公司公告、通函及中期報告/年度報告等文件。
- To handle ad hoc assignments.
完成其他臨時性工作。

Requirements:

任職要求：

- Member of HKICS/ICSA a must; degree holder in law an advantage;
須為香港特許秘書公會/特許秘書及行政人員公會會員，法律專業學位持有者優先。
- Minimum 10 years of post-qualification experience, some of which gained from listed companies at managerial level;
取得專業資格後 10 年以上相關工作經驗，須有上市公司相關管理經驗。
- Well-versed in Companies Ordinance, Listing Rules, SFO and compliance regulations of Hong Kong and various overseas companies, such as BVI and Bermuda;
熟悉香港公司條例、上市規則、證券及期貨條例，及香港公司與其他海外公司（例如英屬處女群島及百慕達）適用的相關合規監管條例。
- Experience in the preparation of annual reports, circulars, announcements, Stock Exchange's filings;
具備撰寫年報、通函、公告及呈送證券交易所之文件的能力與經驗。
- Dedicated and diligent, well-organized and systematic, thoughtful and meticulous, responsive and proactive, with a strong sense of professional responsibility;
勤勉敬業，系統有序，細緻周到，積極主動，擁有堅定的職業責任心。
- Able to work independently, handle multiple tasks, and meet tight deadlines;
可獨立工作並具備多工作處理能力，可在較短限期內按時完成工作。
- Excellent communication and interpersonal skills;
具備出色的溝通及人際交往能力。
- Excellent command of both written and spoken Chinese and English, ability to communicate in Mandarin is essential;
精通中英文文字撰寫並聽說流利，具備流利的普通話溝通能力。
- Proficiency in computer and office software application (MS Office and Chinese word processing);
精通電腦及常用辦公軟體操作（微軟辦公軟體與中文文字處理）。

To Apply:

申請方式：

Any interested professionals are invited to submit their detailed resume in both Chinese and English with contact information and current/expected salary by email to:

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recruit@gdland.com.hk, or by post to: Administrative Personnel Department, Guangdong Land Holdings Limited, 18/F. Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong.

有意申請者請將詳細中英文簡歷（附聯絡方式及當前/期望薪酬）發送至電子郵箱：recruit@gdland.com.hk，或者郵寄至：香港幹諾道中 148 號粵海投資大廈 18 樓，粵海置地控股有限公司行政人事部。

Data collected would be used for recruitment purpose only.

資料收集將僅作為招聘用途。

For more information, please feel free to visit: www.gdland.com.hk (GD Land).

歡迎登錄訪問 www.gdland.com.hk（粵海置地）瞭解更多公司資訊。