

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

公司簡介

About the Company

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。本公司主要从事房地產開發及投資業務。

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.

為了支援公司業務的快速增長，我們誠意邀請加入我們公司，從事下列職位的工作：
To support the rapid growth of our business, we would like to invite candidates to join the following positions:

1. 職位：公司秘書經理/助理經理（公司秘書部）

Position: Company Secretarial Manager/Assistant Manager (Company Secretarial Department)

工作地點：上環

Location: Sheung Wan

職責：

Responsibilities:

The Company Secretarial Manager/Assistant Manager shall assist the Company Secretary in company secretarial and statutory compliance duties, and corporate governance matters including but not limited to:

公司秘書經理/助理經理需協助公司秘書履行公司秘書服務，合規監管及公司治理職責，包括但不限於：

- To assist in ensuring the 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;
協助公司秘書，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 assist in the organization of and preparation of documents relating to board, committee and shareholders meetings;
協助公司秘書籌備董事會、委員會及股東會議的召開，及準備相關會議文件。
- To participate in the preparation of announcements, circulars and interim / annual reports;
參與準備公司公告、通函及中期報告/年度報告。
- To assist in handling a full spectrum of company secretarial works for the Company’s subsidiaries incorporated in Hong Kong and offshore jurisdictions;

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協助處理本公司於香港及海外成立的附屬公司的全面公司秘書工作。

- To handle ad hoc assignments.
處理其他臨時性工作。

Requirement:

任職要求：

- Member of HKICS/ICSA a must; a degree holder 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，學位持有者優先。
- Minimum 4 years post-qualification experience, preferably with listed companies;
取得專業資格後，不少於 4 年相關工作經驗，有上市公司相關任職經驗者優先。
- Well-versed in Companies Ordinance, Listing Rules, SFO and compliance regulations of Hong Kong and various overseas (such as BVI and Bermuda) companies;
熟悉香港公司條例、上市規則、證券及期貨條例，及香港公司及其他海外公司（例如英屬處女群島及百慕達）適用的相關規管條例。
- Well-organized and systematic, thoughtful and meticulous, responsive and proactive;
具備出色的條理性和系統性，謹慎、細緻、周到，積極主動，反應迅速。
- 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 Putonghua 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）。

2.職位：法律顧問（法務稽核部）

Position: Legal Counsel (Legal and Auditing Department)

工作地點：上環

Location: Sheung Wan

職責：

Responsibilities:

- 起草、審核涉及香港法律的中、英文合同和其他法律文件，處理合同管理事宜；
To draft and review contracts and other legal documentation in either English or Chinese under Hong Kong law; and to handle contract management matters;
- 處理在香港或適用香港法律的法律案件、糾紛和訴訟；
To handle legal cases, disputes and litigations that are in Hong Kong or under Hong Kong laws;

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- 就本公司及其附屬公司的經營管理事宜提供香港法律意見；
To provide legal advice to the Company and its subsidiaries in relation to their operations and management;
- 協調統籌、管理、監察所有由外聘律師及其他專業顧問所提供的法律及相關服務；
To co-ordinate, manage and oversee all the legal and related services provided by external lawyers and other professional advisers;
- 按本公司及其附屬公司業務和發展需要，對相關香港法律法規及案例進行歸集和研究，並準備有關資料，供決策參考；
To conduct research on applicable Hong Kong laws and regulations and legal precedent cases, and prepare relevant reference materials based on business and development needs of the Company and its subsidiaries;
- 處理其他臨時性工作。
To handle ad hoc assignments.

任職要求：

Requirement:

- 香港律師資格；
A Hong Kong qualified solicitor;
- 香港或發達普通法國家大學本科或以上法律專業學歷；
University degree or above in law from universities in Hong Kong or other developed common law countries;
- 具有三年以上在香港律師事務所或香港上市公司法務部門專業工作經驗；
Minimum 3 years of post qualification experience with law firms or legal department of listed companies in Hong Kong;
- 熟悉香港法律、訴訟程式和香港上市規則；
Familiar with Hong Kong laws, legal procedures and Listing Rules;
- 出色的中、英文雙語能力，可以其中任何一種語言起草法律文件、法律意見書和報告，及對文本進行中英互譯；
An excellent command of both English and Chinese and the ability to prepare legal documentation, legal opinions, and reports in either language, and to translate from one language to another;
- 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）。
Proficiency in computer and office software application (MS Office and Chinese word processing).

3. 職位：助理（投資管理部）

Position: Assistant(Investment Management Department)

工作地點：上環

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Location: Sheung Wan

職責:

Responsibilities:

- 根據公司整體部署，協助制訂公司發展戰略規劃及商業計畫；
To assist in developing company development strategies and business plans according to overall company deployment;
- 根據公司發展戰略，協助制訂公司資本運作策略；
To assist in developing capital operation strategies according to the development strategies;
- 協助開展重大投資、並購、出售項目的調研、評估、分析、彙報、實施等工作；
To assist in conducting research, assessment, analysis, and reporting and implementing of material transactions;
- 協助開展宏觀經濟、資本市場、行業及政策研究工作，提交相關分析報告；
To assist in conducting research on macro economy, capital market, and industry and policies, and the reporting of relevant analysis;
- 協助開展日常投資者關係管理工作；
To assist in routine investor relations management;
- 協助處理其他臨時性工作。
To assist in ad hoc assignments.

任職要求:

Requirement:

- 大學或以上學歷，金融、經濟或管理等相關專業，具有 CFA、CPA 等相關職業資格者優先；
University degree or above, majored in Financial Management, Economics, General Management, or other relevant areas, preferably with CFA, CPA or other related professional qualifications;
- 具備較強分析研究能力和團隊精神，謹慎、細緻、周到，積極主動，反應迅速，能在較短的期限要求下按時完成工作；
With strong analytical and planning skills, thoughtful and meticulous, responsive and proactive, and can meet tight deadlines;
- 精通中英文文字撰寫及聽說流利，具備流利的普通話溝通能力；
Excellent command of both written and spoken Chinese and English, ability to communicate in Putonghua is essential;
- 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）。
Proficiency in computer and office software application (MS Office and Chinese word processing).

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4.職位：助理（公司秘書部）

Position: Assistant(Company Secretarial Department)

工作地點：上環

Location: Sheung Wan

職責：

Responsibilities:

- 協助公司秘書籌備董事會、委員會及股東會議的召開，及準備相關會議文件；
To assist in the organization of and preparation of documents relating to board, committee and shareholder meetings;
- 參與準備公司公告、通函及中期報告/年度報告；
To assist in the preparation of announcements, circulars and interim / annual reports;
- 協助開展公司秘書日常事務；
To assist in daily secretarial matters;
- 協助處理其他臨時性工作。
To assist in ad hoc assignments.

任職要求：

Requirement:

- 大學或以上學歷，法律、財務或經濟等相關專業；
University degree or above, majored in Law, Financial Management, Economics, or other related areas;
- 了解香港公司條例、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。
Familiar with Companies Ordinance, Listing Rules, SFO and compliance regulations of Hong Kong and various overseas (such as BVI and Bermuda) companies;
- 具備較強分析研究能力和團隊精神，謹慎、細緻、周到，積極主動，反應迅速，能在較短的期限要求下按時完成工作；
With strong analytical and planning skills, thoughtful and meticulous, responsive and proactive, and can meet tight deadlines;
- 精通中英文文字撰寫及聽說流利，具備流利的普通話溝通能力；
Excellent command of both written and spoken Chinese and English, ability to communicate in Putonghua is essential;
- 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）。
Proficiency in computer and office software application (MS Office and Chinese word processing).

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5. 職位：助理（財務部）

Position: Assistant(Finance Department)

工作地點：上環

Location: Sheung Wan

職責：

Responsibilities:

- 協助開展會計核算、全面預算管理工作；
To assist in accounting, comprehensive budget management;
- 協助開展融資及落實公司資本運作等工作；
To assist in financing and capital operations;
- 協助開展境內外金融政策研究工作，提交相關分析報告；
To assist in conducting research on domestic and foreign markets' financial policies, and the reporting of relevant analysis;
- 協助處理其他臨時性工作。
To assist in ad hoc assignments.

任職要求：

Requirement:

- 大學或以上學歷，會計或財務等相關專業，具有 CPA 等相關職業資格者優先；
University degree or above, majored in Accounting, Financial Management, or other relevant areas, preferably with CPA or other related professional qualifications;
- 具備較強分析研究能力和團隊精神，謹慎、細緻、周到，積極主動，反應迅速，能在較短的期限要求下按時完成工作；
With strong analytical and planning skills, thoughtful and meticulous, responsive and proactive, and can meet tight deadlines;
- 精通中英文文字撰寫及聽說流利，具備流利的普通話溝通能力；
Excellent command of both written and spoken Chinese and English, ability to communicate in Putonghua is essential;
- 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）。
Proficiency in computer and office software application (MS Office and Chinese word processing).

申請方式：

To Apply:

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。

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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: 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.

資料收集將僅作為招聘用途。

Data collected would be used for recruitment purpose only.

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

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