



## **Company Introduction**

Prudence Group ("Prudence") is an investment management firm with over 60 employees across Hong Kong, Singapore and mainland China. Since 2008, Prudence has consistently delivered high-quality returns to investors and received multiple industry awards.

## **Business Associate – Corporate Services Administrator**

Location: Central, Hong Kong

Position: Permanent

## **Responsibilities**

1. Office assistant duties, including document printing/filing/submission;
2. Liaise with clients and service providers, process documents with guidance;
3. Other ad hoc assignments

## **Requirements**

1. Minimum 2 years' experience as an office assistant, preferably from a corporate service, company secretarial or accounting firm;
2. Proficient in Mandarin, English and Microsoft Office applications;
3. Reliable, team-orientated, efficient to work and attention to details

## **Additional Information and Application Method**

We offer a competitive remuneration package with 5-days work week, minimum 15 days of paid annual leave, medical benefit, complimentary office lunch, on the job training and a stable harmonious working environment.

Please send your resume in English with **expected salary** to [hr.hk@prudenceinv.com](mailto:hr.hk@prudenceinv.com).

All information received will be kept in strict confidence and only for employment-related purposes.

## **Personal Information Collection Statement pertaining to recruitment:**

All information received will be kept in strict confidence and only for employment-related purposes. The personal data collected will be used to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration, and benefits package will be discussed with you subject to selection for the position. It is our



policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of two years.

Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please complete the “Data Access Request Form” specified by the Privacy Commissioner for Personal Data and forward it to [hr.hk@prudenceinv.com](mailto:hr.hk@prudenceinv.com)



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