



公司介紹

方圆金融集团 (简称“方圆”) 于 2008 年在香港成立，目前在香港、新加坡和深圳均有办公室，开展以下受规管业务：

1)香港: 第九类 (资产管理)、第四类 (证券咨询)

2)新加坡: 资本市场服务牌照

方圆基金作为亚洲知名对冲基金，管理层在美国、亚洲及中国拥有丰富的资产管理及资本市场经验。方圆管理的基金荣获多个奖项及提名，包括 Eurekahedge、AsiaHedge 等权威机构颁发的“最佳长期收益基金”、

“最佳亚洲固定收益基金”、“最佳大中华对冲基金”、“最佳多策略基金”等。

现因业务发展需要招聘以下职位：

董事长助理

地点：深圳 / 香港

职位：全职

工作职责

- 一、内外部会议、会见的工作准备，做好相关记录，持续跟进；
- 二、协助董事长处理投资、管理、业务等事项；
- 三、协助董事长处理办公室日常事务；
- 四、协助董事长参与校友会等社会活动。

岗位要求

- 一、名牌大学本科或硕士，专业不限；
- 二、普通话、英文商务文书优秀，口语流利；
- 三、沟通能力强，乐于与人交流；
- 四、逻辑性强，注重细节，工作安排合理高效；
- 五、踏实、勤奋，谋求职业的长期发展。

附加信息和申请方法

我们提供有竞争力的薪酬和福利：年终奖金，5 天工作周，15-20 天带薪年假，五险一金，提供免费午餐、通讯补助，在岗培训和稳定和谐的工作环境。

有关公司的更多信息，请参阅我们的网站 www.fangyuanfh.com

有兴趣人士请在邮件标题写明“应聘董事长助理”将预期薪水和中英文简历发至 hr.cn@prudenceinv.com

公司会将所有收集到的个人资料严格保密，仅用于与就业有关用途。



Company Introduction

Prudence Financial Group ("Prudence") is an investment management firm with around 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.

Chairman Assistant

Location: Shenzhen / Hong Kong

Position: Permanent

Responsibilities

1. Meeting preparation, minutes, and follow-up.
2. Assist Chairman in investment, management, & business development.
3. Provide daily office support.

Requirements

1. Bachelor or master's degree from a top university.
2. Excellent communication skills in Chinese and English, especially in business correspondence.
3. Detail oriented, highly organized, and able to prioritize and multi-task.
4. Strong work ethics, focusing on long term career development.

Additional Information and Application Method

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

Please send your resume in English with expected salary to hr.cn@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.cn@prudenceinv.com