

駿業國際

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SBC INTERNATIONAL

10/F., Tower A, Billion Centre, 1 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong

SBC International – We have the way to be SUCCESS www.sbcincorp.com.

SBC International is a professional corporate consultant and company formation organization in Hong Kong, Mainland China and overseas. Founded in 1995, SBC has now many service points in Hong Kong and the major cities of the Mainland China situated at the major cities and prosperous business districts with a total service point area over 150,000 sq.ft. supported by a professional service team of over 400 staffs. SBC has now exceeded 200,000 clients since it has commenced business and therefore it is trusted by many Hong Kong, Mainland China as well as overseas clients as a reliable and reputable service provider.

To facilitate our ambitious development in the region, we are now seeking high caliber individuals with firm commitment to fill the following positions:

SBC CPA LIMITED (Authorized Employer registered with HKICPA)

Audit Manager / Supervisor (40K+)

Responsibilities:

- ✓ Liaise with clients and colleagues for job coordination
- ✓ Participate in review on job engagement
- ✓ Handle the client enquiries in accounting, audit and taxation
- ✓ Assist to complete ad-hoc assignments

Requirements:

- ✓ Higher Diploma or equivalent qualification in Accountancy
- ✓ Minimum 3 years working experience in accounting / audit field
- ✓ Able to work independently and efficiently in multi-tasking
- ✓ Able to meet deadlines and eager to accomplish higher goals
- ✓ Effective problem-solving and interpersonal skills
- ✓ Good command of written and spoken English, Cantonese and Mandarin

Account / Audit Staff (24K+)

Responsibilities:

- ✓ Perform full set accounting work
- ✓ Prepare audit schedules, financial statements and tax computation
- ✓ Assist supervisor to complete ad hoc assignments

Requirements:

- ✓ LCCI or equivalent qualification in Accountancy
- ✓ 1 year relevant working experience (Fresh graduate will be considered)
- ✓ Able to work independently while meeting deadlines
- ✓ Audit experience is advantageous but not essential
- ✓ Knowledge of Accounting Software

Executive Secretary (17K+)

Responsibilities:

- ✓ Provide secretarial and administrative support to Executive
- ✓ Prepare analytical reports
- ✓ Formatting and translation of corporate documents
- ✓ Handle ad-hoc assignments

Requirements:

- ✓ University degree holder
- ✓ At least 1 year of secretarial or administration experience
- ✓ Translation experience is advantageous but not essential
- ✓ Excellent command of written and spoken English and Mandarin
- ✓ Proficient in Microsoft Office applications including MS-Word, Excel and Chinese Word Processing
- ✓ Mature, initiative, independent and good interpersonal skills
- ✓ Able to meet deadlines and work under pressure

Admin Officer (15K+)

Responsibilities:

- ✓ Assist to handle service enquire from the clients
- ✓ Perform ordinary administrative work
- ✓ Prepare reports and handle ad-hoc assignments

Requirements:

- ✓ F.5 or above, at least 1 year of sales / admin experience
- ✓ Good command of spoken and written English and Chinese including Mandarin
- ✓ Proficiency in MS office, Chinese and English typing
- ✓ Initiative, independent and good interpersonal skills
- ✓ Able to meet deadlines and work under pressure

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Company Secretary Manager (25K+)

Responsibilities:

- ✓ Handle all types of company secretarial matter

Requirements:

- ✓ At least 5 years company secretarial experience
- ✓ Knowledge in HK / offshore company formation and maintenance is a must

Company Secretary (19K+)

Responsibilities:

- ✓ Assist in handling the company secretarial matter
- ✓ Provide administrative support to the company secretarial department

Requirements:

- ✓ At least 3 years company secretarial experience
- ✓ Knowledge in HK / offshore company formation and maintenance is a must
- ✓ Proficient in Microsoft Office and Chinese Word Processing

Company Secretary Assistant (16K+)

Responsibilities:

- ✓ Assist in handling the company secretarial matter
- ✓ Provide administrative support to the company secretarial department

Requirements:

- ✓ At least 1 year company secretarial experience
- ✓ Proficient in Microsoft Office and Chinese Word Processing

Customer Service Officer / Business Officer (20K+)

Responsibilities:

- ✓ Providing one stop service for our client's company formation
- ✓ Handle service inquiries raised by clients
- ✓ Making outbound calls regarding our services
- ✓ Answer inbound calls from client's questions and interest in our services
- ✓ Maintain and develop our customer base
- ✓ Liaison to our current and future prospect clients in addition to providing high quality of customer service
- ✓ Attentive to our individual client's needs
- ✓ Engaging in answering all work emails and phone calls
- ✓ Capable to analyze, assessed, and complete task assigned

Requirements:

- ✓ F.7 or above with at least 1 year telesales or customer services experience
- ✓ Initiative, independent and good interpersonal skills
- ✓ Fair command of spoken and written English and Chinese including Mandarin
- ✓ Basic knowledge of computer (Outlook, PDF, Microsoft word, etc)
- ✓ 2 years working experience is perfect

Admin Clerk (13K+)

Responsibilities:

- ✓ Perform daily clerical duties including filing, data input and document preparation
- ✓ Perform general administrative duties

Requirements:

- ✓ F.5 or above with at least 1 year experience in an office environment
- ✓ Good command of Cantonese and English, Mandarin is preferred. (will be an advantage)
- ✓ Proficient in MS Office, Chinese typing(倉頡/速成) and English typing
- ✓ Knowledge of Adobe Illustrator, Photoshop
- ✓ Good interpersonal and communication skills
- ✓ Recent Graduate will be considered

We offer successful candidates an attractive remuneration package including 5-day work, year-end bonus, public holiday off, annual leave and MPF. Interested parties please send curriculum vitae with full career detail, salary history, availability and expected salary in WORD format by email to **personnel@sbc.com.hk** for interview.

(Personal data collected will be used for recruitment purposes only)