



鷹君集團  
The Great Eagle  
Group of Companies

We are one of the leading public-listed companies in Hong Kong founded in 1963. The principal businesses of the Group include property investment, hotel and restaurant operations, management of real estate investment trust, trading of building materials, share investment, provision of management and maintenance services, property management and fitness centre operation. In order to cope with our rapid growth, we invite high caliber candidates with the following qualifications to join our team:

## Company Secretarial Assistant

### Responsibilities:

- Assist in the supervisor to provide full range of company secretarial services for the Group companies
- Assist other ad-hoc projects as assigned

### Requirements:

- Degree holder in Business Administration, Legal, Corporate Governance or other related disciplines
- Relevant experience gained from listed companies or sizeable organizations will be an advantage
- Good communication and interpersonal skills
- Good command of both spoken and written English and Chinese

Salary and benefits will be commensurate with qualifications and experience. Interested parties, please send a full resume with present and expected salary, and date available to **The Human Resources Department, 3/F., Great Eagle Centre, 23 Harbour Road, Wanchai, Hong Kong** or **e-mail to [career@greateagle.com.hk](mailto:career@greateagle.com.hk)** (Please quote the reference no. on the envelope and the covering letter.)

To know more about us, please visit our website at <http://www.greateagle.com.hk>.

*We are an equal opportunity employer and welcome applications from all qualified candidates.*

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## Assistant Accountant

### Responsibilities:

- Handles full set of books for the business unit
- Assists in the preparation of month end closing, financial reports and cash management
- Assist other ad-hoc projects as assigned

### Requirements:

- Degree holder in Accounting, Finance or related discipline
- Relevant experience gained from audit firms or listed companies will be an advantage
- Self-motivated, proactive and able to work under pressure and meet tight deadlines
- Proficiency in MS Office Applications
- Good command of both written and spoken English and Chinese

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## Leasing Assistant

### Responsibilities:

- Assist in providing daily administrative support in leasing team
- Assist in handling tenancy administration, coordination of tenancy works, arranging building improvement works with tenants and property management team
- Assist in preparing market information and portfolio analysis on rental and market trends
- Assist other ad-hoc projects as assigned

### Requirements:

- Diploma or above in Business Administration or other related disciplines
- Relevant experience gained from property developers or real estate agencies will be an advantage
- Proactive and positive work attitude
- Good communication and interpersonal skills
- Proficient in MS Office applications
- Good command of both spoken and written English and Chinese

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Toptech Co. Limited is a wholly-owned subsidiary of the Great Eagle Group, renowned publicly-listed property corporation. Toptech is highly recognized for bringing Hong Kong, Macau and China, the world's best building and decorative materials. In order to cope with our rapid growth, we invite high caliber candidates with the following qualifications to join our team:

## Project Sales Executive

### Responsibilities:

- Explore new business opportunities and achieve business goals
- Prepare and present sales proposals and other sales activities
- Liaise with external parties to facilitate business development and maintain relationships

### Requirements:

- Diploma or above in Business Administration or other related disciplines
- Experience in sales or sales coordination will be an advantage
- Aggressive and persistent to achieving company's objectives
- Smart and presentable with good communication and interpersonal skills
- Good command of both written & spoken English and Chinese

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## Sales Administrator

### Responsibilities:

- Provide sales administrative support including preparation of cost sheet, sales quotations, purchase orders, sales and forecast reports to sales and technical teams
- Assist in scheduling material delivery, installation and repair service
- Handle customers' enquiries and complaints
- Co-ordinate with clients, contractors, suppliers and inter-department
- Maintain and update sample library, filing system and database
- Assist other ad-hoc projects as assigned

### Requirements:

- Higher Diploma or above in Business Administration, Logistics or other related disciplines
- Relevant experience in project management in building materials or electrical appliance industry will be advantage
- Detail-oriented, proactive, multi-tasking and good team player
- Able to work under pressure
- Proficiency in MS Office Applications
- Good communication and interpersonal skills
- Good command of both written and spoken English and Chinese

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Champion Global Services Limited (CGS) is a wholly-owned subsidiary of the Great Eagle Group, one of the leading property and hotel management companies. CGS was created to manage the procurement functions of the entire Great Eagle Group, including hotels managed by Langham Hotels International (LHI) around the globe. In order to cope with our rapid growth, we invite high caliber candidates with the following qualifications to join our team:

## **Group Procurement Coordinator**

### **Responsibilities:**

- Assist in sourcing, evaluation, negotiation, and procurement of product and service according to the users' requirements
- Handle PO and ensure orders are properly delivered
- Maintain all documentation and file related to purchasing records
- Liaise with suppliers for price, deliver and quality
- Assist other ad-hoc projects as assigned

### **Requirements:**

- Certificate or above in Business Administration, Procurement, Supply Chain or other related disciplines
- Relevant experience gained from sizeable organizations or hotel industry will be an advantage
- Good communication and negotiation skills
- Self-motivated and a good team player and able to work independently
- Proficient in MS Office applications
- Good command of both spoken and written English and Chinese

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