

## Accounting Associates

We are looking for high caliber freshmen to join our Business Services Division.

### Responsibilities:

- To perform book-keeping, payroll processing, treasury and other accounting functions for clients.

### Requirements:

- Holder of bachelor degree. Fresh graduate is welcome.
- Strong determination to develop in accounting field. Prepared to sit for professional examinations.
- Good interpersonal skills.
- Self-motivated, able to work under pressure and meet tight deadlines.
- Good command of written and spoken English and Chinese. Fluent in Mandarin is an advantage.

*"Tricor is an Authorized Employer of the Hong Kong Institute of Certified Public Accountants (HKICPA), Recognized Employer of CPA Australia (CPAA) and Approved Employer of the Association of Chartered Certified Accountants (ACCA)."*

We offer successful candidate:

- a comprehensive and structured training programme, 15-day annual leave, 5-day work, study/examination leave, qualifying premium upon completion of recognized professional institutions examinations, excellent job exposure and career prospects.

Applicants should send their full C.V. and expected salary to:

### Human Resources Department

Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong or by

Email to: [hr@hk.tricorglobal.com](mailto:hr@hk.tricorglobal.com) or by Fax to 2543-7124

Please quote reference: **"Accounting Associates (2019 Graduates)"** on your application.

Personal data provided by job applicant will be used strictly in accordance with the employer's personal data policies, a copy of which will be provided immediately upon request.

## **Company Secretarial Associates**

We are looking for high caliber freshmen to join our Corporate Services Division.

### **Responsibilities:**

- Assist team managers to handle various company secretarial assignments.

### **Requirements:**

- Holder of bachelor degree. Fresh graduate is welcome.
- Student Member of HKICS is preferred but not essential.
- Strong determination to develop in company secretarial field. Prepared to sit for professional examinations.
- Good at reading and following rules and regulations.
- Self-motivated, well-organized and detail-minded.
- Excellent command of spoken and written English with fluent Mandarin.
- Demonstrate good analytical and problem-solving skills.
- Computer literate.

We offer successful candidate:

- a comprehensive and structured training programme, 15-day annual leave, 5-day work, study/examination leave, qualifying premium upon completion of HKICS examinations, excellent job exposure and career prospects.

Applicants should send their full C.V. and expected salary to:

### **Human Resources Department**

Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong or by

Email to: [hr@hk.tricorglobal.com](mailto:hr@hk.tricorglobal.com) or by Fax to 2543-7124

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## **IS Associates - Share Registration**

We are looking for high caliber freshmen to join our Investor Services Division.

### **Responsibilities:**

- To provide general administrative support to the team in handling various share registration assignments.

### **Requirements:**

- Holder of bachelor degree. Fresh graduate is welcome.
- Good command of written and spoken English and Chinese; Fluent in Mandarin is an advantage.
- Can read Simplified Chinese is preferably.
- Good interpersonal skills and customer service skills.
- Self-motivated, well-organized and detail-minded.
- Willing to work under pressure and meet tight deadlines.
- Computer literate.

We offer successful candidate:

- a comprehensive and structured training programme, 15-day annual leave, 5-day work, study/examination leave, qualifying premium upon completion of HKICS examinations, excellent job exposure and career prospects.

Applicants should send their full C.V. and expected salary to:

### **Human Resources Department**

Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong or by

Email to: [hr@hk.tricorglobal.com](mailto:hr@hk.tricorglobal.com) or by Fax to 2543-7124

Please quote reference: "**IS Associates (2019 Graduates)**" on your application.

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## **Part-time Intern / Intern**

### **Responsibilities:**

- To support and provide clerical support to the one of the below teams
  - o Business Services Division
  - o Corporate Services Division
  - o Investor Services Division
  - o Supporting Department (i.e., Information Technology, Group Office, HR)
- Assist in ad-hoc projects

### **Requirements:**

- University student with major in any discipline
- Good interpersonal and communication skills
- Proficiency in MS Office
- Good command in written and spoken English and Chinese, Mandarin is preferable

> For Part-time Intern: 2 days per week

> For Full-time Intern: Monday to Friday

Applicants should send their full C.V. and availability to:

### **Human Resources Department**

Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong or by

Email to: [hr@hk.tricorglobal.com](mailto:hr@hk.tricorglobal.com) or by Fax to 2543-7124

Please quote reference: "**Part-time Intern**" / "**Intern**" with your **Expected Department** on your application.

Personal data provided by job applicant will be used strictly in accordance with the employer's personal data policies, a copy of which will be provided upon request.