

## **Accounting Associates**

### **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)."

## **Company Secretarial Associates**

### **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.

## **IS Associates - Share Registration**

### **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.

## **Intern, Business Services Division**

### **Responsibilities:**

- To support basic book-keeping and provide clerical support to the team.
- Assist in ad-hoc projects.

### **Requirements:**

- University student with major in Accounting or Business.
- Good interpersonal and communication skills.
- Proficiency in MS Office.
- Good command in written and spoken English and Chinese, Mandarin is preferable.

## **Intern, Corporate Services Division**

### **Responsibilities:**

- Assist in various company secretarial assignments and provide clerical support to the team.
- Assist in ad-hoc projects.

### **Requirements:**

- University student with major in accounting, business or legal related disciplines.
- Good interpersonal and communication skills.
- Proficiency in MS Office.
- Good command in written and spoken English and Chinese, Mandarin is preferable.

### **Application:**

Applicants should send their full C.V. indicating your results of ***(1) IELTS/ TOEFL, if any, (2) English Language & Chinese Language of DSE (or equivalent) and (3) your expected salary***, to: Human Resources Department, Tricor Services Limited, 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 the position you are applying for on your application.

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