



梁潘會計師事務所有限公司  
Leung & Puen CPA Limited  
CERTIFIED PUBLIC ACCOUNTANTS (PRACTISING)

Our associate, **Apex Corporate Services Limited**, are looking for high calibre candidate to fill the following position: -

### Secretary

#### Job Duties:

- Typing, data entry, picking up phone calls, control of stationery and other administrative duties

#### Requirements:

- Secondary 5/DSE or above.
- Proficiency in Microsoft Office.
- Good telephone manner.
- Good communication skills in both English and Chinese languages, fluency in Putonghua and relevant working experience in professional firms is an added advantage.

We offer attractive salary and benefits such as:

- 5 day work week.
- Annual leave.
- Discretionary bonus.
- Gym allowance.
- Medical and dental benefits.

Please send full resume with expected salary and date of availability to the Personnel Department, Leung & Puen CPA Limited, 11/F Kwan Chart Tower, 6 Tonnochy Road, Wanchai,

Hong Kong or email to : [job@lpapex.com.hk](mailto:job@lpapex.com.hk)

Data collected would be used for recruitment purpose only.