

# 【資訊】騰訊招聘 Company Secretarial Assistant

騰訊招聘 星學滙Starian 2026年2月2日 16:30 中国香港

## 騰訊招聘

### Tencent 騰訊

騰訊成立於1998年，總部位於中國深圳。公司一直秉承科技向善的宗旨。我們的通信和社交服務連接全球逾10億人，幫助他們與親友聯繫，暢享便捷的出行、支付和娛樂生活。騰訊發行多款風靡全球的電子遊戲及其他優質數位內容，為全球使用者帶來豐富的互動娛樂體驗。

### 招聘崗位

#### Company Secretarial Assistant

 中國香港

#### 崗位職責 Responsibilities

- Handle full range of company secretarial matters in relation to private companies in different jurisdictions
- Prepare and arrange statutory filings and maintain proper statutory records
- Liaise, negotiate and coordinate with various internal and external parties involved regarding company secretarial and statutory compliance matters
- Assist in organizing board meetings and committee meetings, preparing board minutes and resolutions, annual and interim reports, announcements and circulars
- Assist in ad-hoc secretarial projects and tasks assigned

## 岗位要求 Requirements

- Degree holder, preferably in Corporate Governance or a related discipline
- Qualified member or student member of HKCGI/ CGI (The Hong Kong Chartered Governance Institute) is preferred
- Working experience in professional firm, CPA firm, law firm or listed company is an advantage
- Minimum business-level proficiency in English, Chinese Mandarin and Cantonese
- Independent, self-motivated, efficient and detail-oriented

### 申請及查詢：

請點擊文章末尾的“[閱讀原文](#)”  
打開公司招聘網站申請職位



資訊來源 | 騰訊招聘官網  
供稿 | 星學匯實習就業部  
排版 | 陳工  
審核 | 小禾

[阅读原文](#)

