



Company Introduction

Prudence Financial Group ("Prudence") is an investment management firm with around 60 employees across Hong Kong, Singapore and mainland China. Since 2008, Prudence has consistently delivered high-quality returns to investors and received multiple industry awards.

Chairman Assistant

Location: Hong Kong

Position: Permanent

Responsibilities

1. Assist the Chairman with daily office tasks, including meeting arrangements and document management.
2. Support client services in document preparation, communication and related procedures.
3. Participate in investment or business projects.

Requirements

1. Bachelor's degree in finance, accounting, data science, or a related field from a globally recognized top 100 university.
2. Excellent communication skills in both Chinese and English.
3. Detail-oriented, highly organized, and capable to prioritizing and multitasking.

Additional Information and Application Method

We offer a competitive remuneration package with a 5-days' work week, a minimum 15 days of paid annual leave, complimentary office lunch, on-the-job training and a stable harmonious working environment.

Please send your resume in English with your expected salary to recruitment@prudenceinv.com with "Chairman Assistant" in the email subject line.

All information received will be kept in strict confidence and only for employment-related purposes.

Personal Information Collection Statement pertaining to recruitment

All information received will be kept in strict confidence and only for employment-related purposes. The personal data collected will be used to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration, and benefits package will be discussed with you subject to selection for the position. It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of two years.



Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please complete the “Data Access Request Form” specified by the Privacy Commissioner for Personal Data and forward it to hr.hk@prudenceinv.com



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