



Pacific Basin

With you for the long haul



**Pacific Basin** is one of the world's leading owners and operators of modern Handysize and Supramax dry bulk ships. We are headquartered and listed in Hong Kong and operate globally with a fleet of over 260 ships trading worldwide. Our team comprises about 5,100 seafarers and over 380 shore staff in 14 key locations around the world.

As part of our ongoing development, we have decided to recruit a suitable person for the following position:

## SECRETARY TO CEO AND CFO – HONG KONG

### JOB SCOPE

- Manage the schedules of the CEO and CFO, including local appointments, meetings and all aspects of travel and entertainment.
- Act as a liaison between the CEO, CFO, and other executives and external contacts;
- Prepare and edit correspondence, reports, and presentations for the CEO and CFO;
- Manage projects and events such as board and management meetings, roadshows, etc;
- Provide full range of secretarial, administrative, personal and business support to CEO and CFO;
- Handle and record expenses claims and leave applications;
- Work closely with internal, external and overseas parties to ensure smooth operations and communications;
- Maintain proper filing and handle correspondence in a systematic and professional manner;
- Handle sensitive and confidential information with utmost discretion and professionalism.

### REQUIREMENTS

- Bachelor's degree or relevant qualification as administrative executive/secretary;
- Minimum 3 years of secretarial experience with English-speaking executives;
- High level of confidentiality, professionalism with exceptional interpersonal and communication skills;
- Solid experience in supporting executive-level staff and expatriates;
- Well-developed organizational skills with the ability to prioritize work;
- Reliable, agile and flexible mindset;
- Strong attention to detail, accuracy at work and excellent time management skills;
- Excellent verbal and written communication skills in both Chinese and English;
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook);
- Candidates are eligible to work in Hong Kong.

If you are selected, you will be continuously assessed not only on the basis of your performance, but also on the basis of your attitude and behavior. Cultural fit and adherence to Company values is of paramount importance. Please apply with a full résumé, salary expectation and contact details to the Human Resources Department at [recruiting@pacificbasin.com](mailto:recruiting@pacificbasin.com). We only accept CVs in pdf format. Please make sure there is a covering message and specify the position for which you are applying. (Application deadline: 10 April 2024)

All applications will be treated in strict confidence and used solely for recruitment purposes.

[recruiting@pacificbasin.com](mailto:recruiting@pacificbasin.com)

