



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 listed in Hong Kong and operate globally with a fleet of over 260 ships trading worldwide. Our team comprises about 4,300 seafarers and over 400 shore staff in 14 key locations around the world.

Job Title	Company Secretarial Assistant	Location	Hong Kong
Department	Company Secretarial	Reporting Line	Company Secretary / Assistant Company Secretary

Role Summary	To provide company secretarial and administrative support to the Company Secretarial team in ensuring compliance with statutory, regulatory, and corporate governance requirements for the Group and its subsidiaries across multiple jurisdictions.
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Internal Stakeholders	All staff
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Responsibilities	- Assist in handling the full spectrum of company secretarial duties for the Company and its subsidiaries. - Prepare and maintain statutory records, registers, resolutions, minutes, and other corporate documents. - Liaise with internal and external stakeholders, including legal counsels, auditors, regulators, government authorities, and service providers. - Monitor and keep abreast of relevant statutory, regulatory, and corporate governance requirements in jurisdictions where the Group operates. - Maintain and update corporate records and entity information in CSA and other company secretarial databases. - Support the preparation and filing of statutory returns, disclosures, and corporate documentation in a timely manner. - Assist in the preparation of the Group's interim reports, annual reports, preliminary results announcements, and other corporate communications. - Provide support for KYC, due diligence, bank account administration, and other corporate compliance requirements. - Assist in ensuring the Group's compliance with corporate governance and regulatory requirements across various jurisdictions. - Report to the Assistant Manager, Company Secretarial. - Support ad hoc company secretarial, compliance, and corporate projects as assigned.
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Skills Capabilities Qualifications	- Member or Student Member of The Hong Kong Chartered Governance Institute (HKCGI) / Chartered Governance Institute (CGI). - Minimum 2 years of relevant company secretarial experience, preferably gained in a listed company, professional firm, or multinational corporate environment. - Experience in handling company secretarial matters for multiple legal entities would be an advantage. - Good understanding of Hong Kong Companies Ordinance, Listing Rules, and corporate governance practices.	Attributes, Personality	- Proficient in Microsoft Office applications, including Word, Excel, and PowerPoint. - Hands-on experience with CSA or other company secretarial software is preferred.
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	• Well-organised, responsible, and detail-oriented with strong accuracy in documentation and record keeping. • Ability to work independently and manage multiple tasks under tight deadlines. • Proactive, adaptable, and able to embrace changes in a dynamic environment. • Strong interpersonal and communication skills with the ability to work effectively with stakeholders at different levels. • Good command of written and spoken English and Chinese (including Putonghua preferred).		
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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. We are committed to fostering a diverse, equitable, and inclusive workplace where all colleagues feel valued and empowered to bring their authentic selves to work. Please apply with a full résumé, salary expectation and contact details to the Human Resources Department at 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: 31 Jul 2026)

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