



Banle 萬利

Job Title	Secretary
Location	Hong Kong
Posted on	1/24/2024
Expired on	2/23/2024

[**APPLY NOW**](#)

Job Description

- Provide comprehensive secretarial and administrative support to Senior Executive and Family Issues.
- Manage and maintain executive schedules, appointments, and calendars.
- Coordinate meetings, conferences, and travel arrangements.
- Maintain an organized filing system for both physical and digital documents.
- Prepare reports, presentations, and other materials as required.
- Perform general office duties such as ordering supplies and maintaining office equipment.
- Greet and assist visitors, clients, and colleagues in a professional and friendly manner.
- Collaborate with various teams and departments to ensure effective communication and coordination.

Requirement

- Minimum 2 years of experience as a Secretary, Personal Assistant, or similar role.
- Excellent organizational and time-management skills.
- Proficiency in Office 365 (Word, Excel, PowerPoint) and other relevant software.
- Strong business acumen with excellent written and verbal communication skills in English, Mandarin, and Cantonese.
- Attention to detail and accuracy in all tasks.
- Ability to prioritize tasks and work independently as well as in a team.
- Discretion and confidentiality when handling sensitive information.
- Bachelor's degree or above; additional qualifications will be a plus.

Do you want to join the Banle family?

We welcome all candidates who are passionate and committed to teamwork and customer-oriented service. If you would like to apply for the position, please submit your CV with a cover letter and expected salary to our Human Resources Department by clicking 'APPLY NOW'. All applications and personal data provided will be treated as confidential and will be used for recruitment purposes only.

Additional Information

Career Level	Entry Level
Qualification	Bachelor's Degree
Years of Experience	Fresh graduates will be considered as junior secretary
Job Type	Full-time <input checked="" type="checkbox"/>
	Part-time <input type="checkbox"/>
	Permanent <input checked="" type="checkbox"/>
	Temporary <input type="checkbox"/>

Benefits & Others

Free shuttle bus (*for openings in Hong Kong only*), Medical insurance, Performance bonus, Five-day work week.

Company Overview

Established in 2015, CBL International Limited (Nasdaq: BANL) is the listing vehicle of the Banle Group. Banle Group is an established marine fuel logistic company in Asia Pacific, providing customers with a one-stop solution for vessel refuelling. Our main market is the Asia Pacific, with business activities in the major ports in Japan, Korea, China, Hong Kong, Taiwan, Vietnam, Malaysia, Singapore, Thailand, and other places like Turkey and Belgium. We currently have a network of over 55 ports in the Asia Pacific region to supply marine fuel to our customers, making us one of the few bunkering facilitators that can provide network-based service in this part of the world.