



<b>Job Title</b>	CEO's Secretary
<b>Location</b>	Hong Kong
<b>Posted on</b>	4/15/2024
<b>Expired on</b>	5/15/2024

[\*\*APPLY NOW\*\*](#)

### **Job Description**

- Provide comprehensive secretarial and administrative support to CEO.
- 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**

<b>Career Level</b>	<b>Middle</b>
<b>Qualification</b>	<b>Degree</b>
<b>Years of Experience</b>	<b>Minimum 2 years</b>
<b>Job Type</b>	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 Banle Group, a reputable marine fuel logistic company in the Asia Pacific region. We are committed to providing customers with one stop solution for vessel refuelling. Banle Group's business activities are primarily focused in over 55 major ports covering Japan, Korea, China, Hong Kong, Taiwan, Vietnam, Malaysia, Singapore, Thailand, Turkey and Belgium. The Group actively promotes the use of alternative fuels and is awarded with the ISCC EU and ISCC Plus certifications.