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Senior Manager (Corporate Governance), Hong Kong
An Insurance Firm

Highlight
- Permanent contract with excellent benefits
- Office Location: Kowloon

An insurance firm is seeking a Senior Manager or Associate Director in Corporate Governance to support our Asia region. This role involves organizing board meetings, maintaining compliance, and promoting good corporate governance practices.

Responsibilities:
- Assist in planning and organizing board and committee meetings, especially for those with regular agendas.
- Prepare agenda books and necessary documents for meetings.
- Record Maintenance: Keep statutory records up to date and handle statutory filings, such as Annual Returns, in accordance with regulations.
- Regularly review and maintain the company's information database and filing system (Diligent Entities).
- Implement processes to support good corporate governance as outlined in the Global Subsidiary Governance Policy and Standards.
- Coordinate with internal and external parties, including the Head Office and regulators, to accommodate requests.
- Assist with special projects, such as changes in directors or liquidation processes.
- Establish an e-filing account with the Hong Kong Companies Registry.
- Assist in launching the Diligent platform for corporate governance.

Requirements:

- At least 6 years of experience in legal, compliance, and operational risk management.
- Proven proficiency in managing projects, including planning, execution, and monitoring.
- Excellent verbal and written communication skills, with the ability to present information clearly and concisely.
- Ability to work effectively with cross-functional and regional teams.
- Strong problem-solving skills with a proactive approach to addressing issues.
- Comfort in a rapidly changing environment, with the ability to take sensible risks and make data-driven decisions about direction.
- Demonstrated experience in executing strategies in a stakeholder-facing environment.

Great MNC Culture, WFH arrangement, English working environment.