

Latitude Brokers brings a fresh new perspective to marine insurance broking in Asia. We combine significant experience in the Shipping and Offshore industries with an energetic, passionate and client-focused approach.

We are headquartered in Hong Kong and part of a global network of companies. Latitude Brokers provide marine insurance solutions to Asia-Pac as well as worldwide-based Clients. We consider each client as unique and our service reflects that.

We offer an open working environment; we value communication, personal responsibility and work-life balance.

Latitude is looking for a resourceful and dynamic Personal Assistant to support the Managing Directors.

Part-time Personal Assistant

Responsibilities

As a Personal Assistant you will be:

* Scheduling and booking trips;
* Managing emails and to-do lists;
* Organizing Sharepoint Drive and Shared Drive
* Preparing business presentations
* Planning events re venue, guests list, invitation etc
* Generally providing support to the Managing Directors in Hong Kong

Profile

- 5 years as a Personal Assistant

- Proficient command of written and verbal English is a must

- Organised, problem-solving and independent

- Computer literate, proficient in MS Office Apps and Outlook

Offer

- Contract job

- 3- 4 days per week, 12 hours per week maximum

- Salary negotiable

- Working from Home

Please send your full resume to recruit@latitudebrokers.com