Poly Auction (Hong Kong) Limited is a remarkable auction house in Hong Kong and the Asia-Pacific region. We are entering the international art market with the aim to provide professional consultation, exceptional collections and the highest quality service.

To cope with our continuous growth and worldwide development, we are now seeking for high caliber candidates to join our team.

Assistant Compliance Manager

Responsibilities

- Provide legal advice and recommendations concerning legal affairs for the company
- Assist in developing, updating and reviewing policies, procedures and guidelines from the compliance perspective
- Report to Deputy General Manager in discharging the responsibilities of compliance department in general
- Follow-up legal proceedings and claims cases of the company
- Review company policies, control mechanisms, business rules, and commercial contracts to safeguard the company
- Proactively give advices on internal control and alert compliance risk of the company
- Assist in compliance ad hoc projects as required from management

Qualifications

- Degree or above in Law, Accounting or Compliance related disciplines
- Minimum 4 years relevant working experience in compliance & legal
- Knowledge in business law and company constitution preferred
- Working experience in a professional service firm or a multinational corporation is an advantage
- Experience in working or dealing with Chinese company preferred
- Fluent verbal and written communication skills in Cantonese, Mandarin and English
- Proficiency in computer literacy in MS Word, Excel, PowerPoint, Excellent in Chinese Word Processing
- Independent, well organized and able to work under pressure
- Candidate with less experience will be considered as Compliance Officer

Interested parties please send your full resume with availability, current and expected salary to recruit@polyauction.com.hk

Your interest will be treated in strict confidence and only shortlisted candidates will be notified.

Equal opportunities are extended to all candidates and the information provided will be used for the consideration of this application. The personal data collected will be for recruitment purposes only. Data of unsuccessful applicants will be destroyed after six months of the application.