

Come and join our team!

We are hiring a proactive person with strong customer service focus and excellent attention to detail to fill a coordinator role in Hong Kong.

Sheffield Haworth is a leading financial services executive search consultancy. Founded in London in 1993, it is now ranked in the Top 10 Financial Services Executive Recruitment Firms in the UK. The Company employs over 100 professionals in New York, London, Dubai, India, Hong Kong, Singapore and Sydney and has a client list that includes a significant number of leading global financial services companies.

Since our inception, Sheffield Haworth has grown by focusing on developing a thorough understanding of our clients, their businesses, their culture and their people. Our services are characterized by a combination of drive and diplomacy, tenacity and persuasion, discretion and integrity. We endeavour to provide our clients with not only the best candidates, but also the most uniquely informed and professional service.

This role will be supporting senior consultants and their associates (whose role it is to support the consultants with their research). All our teams are global and work closely with our practices in our global offices, so there will be interaction with these overseas offices. The Coordinator's role is to support the team(s) with all their administrative needs.

Overview of the Role

Administration

- General administration support according to office and desk requirements.
- Answering and directing telephone calls.
- Preparing client material, including typing and formatting all required documents into the company style.
- Diary management for team and helping to arrange client/ candidate interviews when required.
- Assisting with reception cover on a rota basis.
- Preparing for and inducting new desk members on company procedures, office set-up and database.
- Supporting other members of the administration function willingly.
- Adhoc event management duties.

Organisation

- Effectively prioritises and meets deadlines.
- Quickly and accurately meets team and company requirements.
- Ensures the team desks are kept tidy and organizing and ensuring all filing is up to date.

Data Management

- Ensuring that all data is saved efficiently and accessibly in line with head office standards.
- Ensuring the desk complies with database minimum standards and encouraging its use for efficient execution of mandates.
- Ensures all relevant data is efficiently and correctly recorded on Invenias, Outlook or the office files as appropriate.

IT Skills

- Excellent IT skills, including the ability to trouble shoot in all Microsoft packages and with advanced knowledge of Power Point, Word and Excel.

Language Skills

- Excellent command of Putonghua, Cantonese and English.

Ethics

- Takes a pride in consistently achieving the highest standard regardless of task.

Attributes

- Bright, articulate (both oral and written) and well presented.
- Well organised with a calm, unflappable temperament.
- Excellent attention to detail.
- First rate organisational skills.
- Proactive, willing and adaptable.
- Out-going personality, is committed to the support team and enjoys team work.
- Right to work within the country where the role is located, in this instance **Hong Kong**.

If you meet the above requirements and are looking to join a growing, fast-paced organisation with successful career prospects, internal training programmes and competitive package offerings, please forward your CV to asia@sheffieldhaworth.com, using the subject: '**Coordinator Hong Kong**'.