

Associate – Account Manager (Shanghai)

The type of person we are looking for:

- Degree holder in BBA, Economics, Finance, Business or Business Law
- Hands-on experience in accounting, audit, taxation advisory and labour law
- Proficient in written and spoken English
- Proficiency in European languages such as Italian, German, French, Spanish is considered a plus due to the jurisdiction of clients
- Good knowledge of MS Word, Excel and PowerPoint
- Well-mannered, with excellent communication and interpersonal skills
- Able to work well under pressure
- Can-do attitude with good time management skills
- Able to work well both independently and in teams
- Well-organised and detail-oriented
- Results-driven
- 2-3 years of experience in a top advisory company in the PRC is required

Principal accountabilities:

- Handle full suite of incorporation and business support services for clients
- Manage and upkeep excellent client relationship
- Coordinate and complete clients' requests by working closely with colleagues
- Ensure that clients' assignments are completed in a timely manner
- Frequent communication with clients via face-to-face meetings, video conferences, emails or phone call
- Involvement in business development activities
- Ad-hoc projects on client management and business development

How to apply

Please send your resume to Hawksford People team by email: china.careers@hawksford.com

Deadline for application: 31 August 2022

恒可富企业咨询服务（上海）有限公司

Hawksford Corporate Consulting Service
Shanghai Limited

苏州恒可富企业咨询服务有限公司

Hawksford Corporate Consulting Service
Suzhou Limited



About Hawksford

Hawksford is an international provider of Corporate, Private Client and Funds Services with the headquarter in the British Isles. We are trusted to deliver efficient administration services to large and multinational corporates, and SMEs as well as entrepreneurs. We have helped families to take care of their wealth, entrepreneurs to succeed, multinational companies to operate and transact, and funds to maximise their returns.

Hawksford China is an established provider of company incorporation and outsourced corporate services. We have more than 100 multilingual professionals based in Shanghai, Beijing, Suzhou, Guangzhou, and Shenzhen who are fluent in Mandarin, Cantonese, English, French, German, Spanish and Italian. With over 10 years' in-depth know-how in Asia, we are able to provide local knowledge and offer flexibility to our international clients in the key growth markets in China. We take on the burden of regulatory, financial and tax compliance, and corporate governance so clients can focus on managing and growing their business. We have specialised sector experience in the fields most sought after by our clients including tech and innovation, manufacturing and trade, consumer and retail, and luxury/fashion.

www.hawksford.com