

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.

Graduate Trainee - Finance

Responsibilities

- Support the Finance Department on day-to-day tasks on payments, credit, settlements and other post-sale areas
- Assist in month-end closing and prepare local and corporate reports subsequently
- Perform data analysis to identify and improve the optimize the profitability of the business
- Assist in designing, preparing and reviewing reports on business performance analysis
- Support regular analytics and commentary on various departmental performance
- Ensure all the client data and bid information are kept and updated in good order in the ERP system
- Assist in ad-hoc projects as assigned by supervisors

Qualifications

- Bachelor Degree in Accountancy or related discipline
- Experience in studying in China is highly preferable
- Fluent verbal and written communication skills in Cantonese, Mandarin and English
- Proficiency in MS Office (Excel, Word & Access etc.)
- Courteous with excellent interpersonal skills, well organized and attentive to details
- Self-motivated, willing to work overtime and under pressure

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.