AN INTERNATIONAL CAREER IN MODERN LUXURY

Executive Assistant to Founders

The trusted operator behind ambitious founders and global priorities.

WORK LOCATION
Hong Kong HQ; occasional international coordination

WORK PATTERN
Full time · Permanent

REPORTING TO
Founders / Executive Leadership

CAREER STREAM
Executive Office · Administration

ANNUAL BASE SALARY

GBP · REFERENCE	HKD · INDICATIVE	USD · INDICATIVE
£35,000	**HK$358,900**	**US$45,800**

Indicative currency conversions as at 21 November 2026 (GBP 1 = HKD 10.2536 / USD 1.3080). Actual offer, payroll currency and exchange-rate treatment will be confirmed in writing.

LIFE AT ROSÉ

ROSÉ DIAMONDS is a Hong Kong-based fine jewellery brand focused on exceptional craftsmanship, design-led diamond jewellery and attentive, personalised service. We are building an ambitious international business and inviting talented people to shape how we grow, serve clients and collaborate across markets.

THE OPPORTUNITY

Provide high-trust, proactive executive support to the founders, protecting their time and ensuring that important priorities are organised, prepared, followed through and delivered. This role combines meticulous calendar and travel management with project coordination, professional correspondence and confidential business administration.

WHAT YOU WILL OWN

01 / Executive office management

- Own complex diaries across multiple time zones, resolving scheduling conflicts and balancing urgent issues with strategic priorities.
- Organise agendas, briefing notes, meeting documents, minutes and action trackers for leadership discussions.
- Draft and coordinate correspondence with internal teams, partners, suppliers, investors and professional advisers.
- Maintain an orderly, secure system for executive documents, contacts and decision records.

02 / Travel and logistics

- Arrange business travel, accommodation, reservations and approved itineraries with attention to value, comfort and timing.
- Coordinate meetings and arrangements across Hong Kong, the UK, the US, Europe and other markets as business requires.
- Manage changes, disruptions, competing commitments and last-minute requirements with calm judgement.
- Process approved expenses and keep reliable records for reconciliation and finance support.

03 / Projects and follow-through

- Maintain a founders' priority tracker with owners, due dates, dependencies and clear decision points.
- Chase actions diplomatically and provide concise updates before issues become urgent.
- Prepare research briefs and high-quality written summaries to support decision-making.
- Partner with HR, finance, legal, commercial and operations teams while respecting decision authority.

04 / Confidentiality and representation

- Handle sensitive commercial, personnel and financial material discreetly and in accordance with access rules.
- Act as a professional and welcoming first point of contact for important stakeholders.
- Exercise judgement about escalation, approvals and situations requiring executive attention.
- Support small internal events, leadership workshops and visiting guests where required.

WHAT SUCCESS LOOKS LIKE

- Founders' schedules are reliably managed and decision time is protected.
- Meetings are well prepared, actions are recorded and follow-ups happen on time.
- Travel and executive administration are accurate, discreet and cost-conscious.
- Confidential information is handled appropriately with no avoidable process lapses.

YOUR BACKGROUND AND CAPABILITIES

Essential

- Several years of high-quality executive assistant, chief-of-staff support or senior administrative experience.
- Excellent English writing, executive correspondence and professional communication.
- Mastery of calendar systems, office software, task tracking and document formatting.
- Demonstrable discretion, judgement, attention to detail and ability to work with ambiguous priorities.
- Calm delivery under pressure and willingness to operate flexibly within reasonable business needs.

Advantageous

- Experience directly supporting founders, CEOs or board-level executives.
- Exposure to international travel, corporate administration or luxury brands.
- Additional language skills and experience coordinating across diverse cultures.
- Familiarity with basic financial administration, supplier coordination and event planning.

YOUR FIRST 90 DAYS

Days 1–30 | Understand priorities

Map founder calendars, recurring meetings, stakeholders, document workflows and immediate friction points. Introduce a clear daily briefing and action follow-up routine.

Days 31–60 | Improve rhythm

Take ownership of routine logistics and correspondence, improve document organisation and establish reliable reporting and approval pathways.

Days 61–90 | Anticipate and refine

Demonstrate independent scheduling and execution, provide concise decision-ready briefs and recommend practical efficiency improvements.

PERFORMANCE INDICATORS

- Calendar accuracy and meeting readiness.
- Action completion and follow-up timeliness.
- Travel/admin accuracy, responsiveness and stakeholder satisfaction.
- Confidentiality, document control and independent problem resolution.

REWARDS, BENEFITS AND EMPLOYEE EXPERIENCE

Generous paid leave

30 paid annual leave days per year, accrued pro rata. After 12 months of continuous service, eligible employees enter our unlimited paid annual leave programme, with reasonable manager approval, team coverage and no reduction of statutory rights.

Jewellery privileges

35% off one eligible ROSÉ DIAMONDS jewellery piece each calendar quarter, plus 15% off other eligible purchases throughout the year; exclusions and purchase rules apply.

Retirement contributions

Company pension matching of up to 5% of eligible basic salary under the applicable local plan. Hong Kong statutory MPF requirements continue to apply, with any approved matching above mandatory ceilings arranged as voluntary contributions subject to plan rules.

Recognition and experiences

Quarterly high-performer awards and potential team incentive trips, with participation and awards based on published programme criteria and business performance.

Everyday office hospitality

Complimentary unlimited soft drinks, energy drinks, coffee and other stocked beverages while working in participating company offices.

Growth and visibility

Regular feedback, professional development, cross-functional exposure and progression opportunities aligned to business needs and individual performance.

International exposure

Collaborate with colleagues, clients and partners across markets. Any future transfer or overseas assignment requires a separate written agreement, an available role and appropriate work authorisation; no overseas placement is guaranteed.

WHY THIS ROLE MATTERS

The founders' capacity sets the pace of a growing business. This position creates the structure, focus and follow-through that allow them to operate effectively.

APPLY TO LIFE AT ROSÉ

Make your next career move exceptional.

Please send your CV and a concise note explaining your interest in the position to **askhr@rosehk.com**. Include the job title in your email subject line. You can also explore our employer brand at **lifeatrose.rosehk.com**.

ROSÉ DIAMONDS (HONG KONG) LIMITED is committed to fair, merit-based hiring. We welcome applications from people of diverse backgrounds and assess candidates against the genuine requirements of the position.

IMPORTANT EMPLOYMENT INFORMATION

The information in this job profile is a recruitment summary, not a contract of employment or guarantee of benefit or incentive. All entitlements, probation, remuneration and performance incentives are subject to applicable law, a signed employment agreement and relevant written policies. Statutory leave and mandatory retirement contributions are not displaced by the enhanced benefits described. Applicants requiring immigration permission must obtain lawful work authorisation before commencing any local employment.