



The Hong Kong Institute of Certified Public Accountants is the only statutory licensing body of CPAs in Hong Kong recognized globally as the pre-eminent body of top-tier accountants that leads and serves businesses and the public interest of Hong Kong. At the Institute, we say a CPA is a "success ingredient" in a career, in the business world, and in society as a whole. In building a strong accounting profession, the Institute helps to establish and continuously enhance Hong Kong's reputation as a world-class financial centre.

To meet our business development needs, we are inviting high calibre professional to join us for the following position:

ASSOCIATE ADMINISTRATOR, MARKETING & COMMUNICATIONS (Ref. AA-M&C)

The successful candidate will assist the Manager(s) to provide general clerical support in all matters pertaining to the promotion of the Institute in Hong Kong.

Qualifications and Required Attributes

- Diploma or above with minimum one year of work experience in marketing field
- Experience in organizing promotion events
- Possessing some working knowledge in website CMS and/ or social media marketing will be a strong advantage
- Good command of written and spoken English and Chinese with knowledge of Mandarin
- Proficient in MS Word, Excel, Power Point and Chinese word processing
- Able to work independently
- Knowledge of multimedia software and data operation will be an advantage
- Good communication skills and manner; able to demonstrate proper business etiquette
- Excellent team player, self-motivated, well-organized, hardworking and meticulous

Applications should be marked "**Confidential**" quoting the reference **(AA-M&C)** with full details of education, work experience, present and expected salaries, contact telephone number and earliest date available. Please apply in writing to the **Head of Human Resources, Hong Kong Institute of Certified Public Accountants, 37/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong** or by email to hr@hkicpa.org.hk.

Personal data provided will be used for recruitment purpose only.

For more information, please visit our website at www.hkicpa.org.hk.