



Hong Kong Institute of  
**Certified Public Accountants**  
香港會計師公會

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 candidates to join us for the following position:

**ASSOCIATE OFFICER (CORPORATE & MEMBER SERVICES), MARKETING AND COMMUNICATIONS [Ref. AO-MC]**

**Role and Responsibilities:**

- Support the organization and execution of training courses, conferences, sport and recreation activities, corporate events, and other activities
- Liaise with external parties and internal departments to ensure the smooth execution of all events and making sure the departmental policies and procedures are adhered to
- Provide on-site logistics support to events including those held outside office premises
- Manage event budget, admission, and manpower requirement
- Manage external vendors
- Handle enquiries and complaints
- Supervise supporting staff
- Provide administrative support and undertake any other duties when required

**Qualifications and required attributes:**

- University graduate
- At least two years of relevant working experience
- Good command of written and spoken English and Chinese including Putonghua
- Strong interpersonal skills, supervisory experience and ability to work in a team environment as well as independently with minimum supervision
- Able to perform overtime as and when required
- Proficient in MS Word, Excel, Powerpoint, Access and Chinese word processing

Applications should be marked "**Confidential**" quoting the reference **[AO-MC]** 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](mailto: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](http://www.hkicpa.org.hk).*