



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), CORPORATE COMMUNICATIONS [Ref. AO-CC]

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, Photoshop, Access and Chinese word processing

Applications should be marked "**Confidential**" quoting the reference **[AO-CC]** 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.