



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 high calibre professionals to join us for the following position:

MANAGER, ADMINISTRATION [Ref.: MA_042021]

Key Responsibilities

- Lead the team to manage a wide spectrum of office operations including but not limited to daily general office management, reception and counter services, library and study room, events & conference logistic support, office & training facilities management, warehouse management, procurement of office services, equipment and sundries, vendor management, assets management, and office relocation & renovation.
- Formulate, review and implement administration policies and procedures; and work closely departments within the Institute to support effective and efficient operations.
- Prepare annual budget and compile monthly reports and other ad hoc reporting.
- Identify cost saving opportunities, monitor and prevent unnecessary operating costs and office administration expenses.

Qualifications and Experience

- University degree holder
- At least 10 years' relevant experience with at least 5 years of supervisory experience
- Self-motivated, service-minded, and able to handle multi-tasks under tight schedule
- Good communication and interpersonal skills
- Proficiency in both spoken & written English and Chinese
- Proficient in MS Word, Excel, PowerPoint and Chinese Word processing

Applications should be marked "Confidential" with full details of education, work experience, present and expected salaries, contact information and date of availability. 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, Wan Chai, Hong Kong** or by email to talent@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.