



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

The Hong Kong Institute of Certified Public Accountants is 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:

### **ASSOCIATE ADMINISTRATOR, CORPORATE COMMUNICATIONS [Ref. AA-CC]**

#### **Role and Responsibilities:**

- Assist in organizing the Institute's member events such as corporate functions, social and leisure events, conferences and seminars, and follow-up activities
- Updating webpages and facebook / IG pages
- Handle members' enquiries relating to member events and services
- Provide administrative support to Institute's events
- To assist in managing budget and expenses
- To handle ad-hoc projects and other duties as and when assigned by supervisor

#### **Qualifications and required attributes:**

- University graduate with good command of written and spoken English and Chinese
- Preferably 1 year working experience in administrative support and/or organizing events
- Proficient in MS Word, Excel, PowerPoint, Chinese word processing, etc.
- Good telephone manner, pleasant and presentable
- Responsible, self-motivated, well-organized and meticulous
- Proactive and a good team player with a positive attitude
- Able to perform overtime duty when required

Applications should be marked "**Confidential**" quoting the reference **[AA-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](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).*