



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:

**TEMPORARY ADMINISTRATOR (PROFESSIONAL LEARNING & DEVELOPMENT),
EDUCATION & TRAINING [Ref. TA(PL&D)-E&T] (employment period up to 30 June 2024)**

Role and Responsibilities

- Assist in the operation and administration of specialist training programmes
- Assist in the administration of related training activities to students
- Provide support for answering general enquiries (calls and emails)
- Provide administrative support for ad-hoc duties and projects as required

Qualifications and Required Attributes

- Higher diploma or above with at least three years' relevant working experience (applicants with less experience will be considered for the position of Associate Administrator)
- Customer-focused with strong written and verbal communication skills including English and Chinese
- Proficient in MS Word, Excel and Power Point is a must
- Experience in online training will be an advantage
- Willing to perform overtime work is needed
- Self-motivated, well-organized, able to work independently and attentive to details

Applications should be marked "**Confidential**" quoting the reference **[TA(PL&D)-E&T]** 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.