



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:

OFFICER, CORPORATE COMMUNICATIONS [Ref. O-CC]

Role and Responsibilities:

- Liaise with internal departments and external parties to ensure smooth execution of events and making sure the department policies and procedures are adhered to.
- Organize members' events including but not limited to
 - Training programmes
 - Corporate events
 - Sports and recreational interest group activities and competitions
 - Conference and other activities
- Manage and execute assigned events, including promotion and publicity, enrolment, payment, vendor management, logistics arrangement, budget and post-event reports.
- Provide secretarial and administrative support to assigned projects, including webpages update.
- Handle member, speaker and other stakeholder enquiries.
- Supervise supporting staff, if any.
- Perform any other duties that may be assigned by Director of Corporate Communications and Associate Director of Corporate Communications.

Qualifications and required attributes:

- Recognized degree with at least six years' working experience in related field
- Good command of written and spoken English and Chinese
- Proficient in MS Word, Excel, PowerPoint, Chinese word processing, etc.
- Strong interpersonal and communication skills
- Self-motivated team player, well-organized, able to work independently and meticulous
- Knowledge of multimedia software and data operation will be an advantage
- Able to perform overtime duty when required

Applications should be marked "**Confidential**" quoting the reference **[O-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.*