



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 OFFICER (ADMINISTRATION), FINANCE & ADMINISTRATION [Ref: AO(A)-F&A]**

#### **Role and Responsibilities**

- Provide full spectrum of administration support including general office administration, procurement, fixed assets management, facilities management and etc.
- Supervise the work of office assistants in handling the dispatch service, outgoing mail and tea service
- Assist in the implementation and co-ordination of office renovation and relocation
- Co-ordinate printing and mailing materials to members/firms/students
- Manage the godown space, security and manpower in retrieval and delivery of inventories
- Manage the inventory control of office supplies and souvenirs
- Assist to implement green initiatives to office operation and work environment
- Provide back up support to reception, counter and catering service when required
- To perform any other duties as assigned by superiors from time to time

#### **Qualifications and Required Attributes**

- Diploma or above with good spoken and written English and Chinese (Knowledge of Putonghua is an advantage)
- At least three years' working experience in administration
- Excellent telephone etiquette, pleasant, presentable, independent and a strong sense of responsibility
- Outgoing personality with good interpersonal and communication skills
- Proactive and a good team player with a positive attitude
- Proficient in MS Word, Excel, PowerPoint and Chinese Word processing
- Immediately available is preferred

Applications should be marked "**Confidential**" quoting the reference **[AO(A)-F&A]** 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, Wan Chai, 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).*