



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:

ADMINISTRATOR, CORPORATE COMMUNICATIONS [Ref. A(SE)-CC]

The successful candidate will assist the Manager of Corporate Communications to provide support in all matters pertaining to the promotion and student services support of the Institute's Qualification Programme (QP) to be held in Hong Kong.

Qualifications and Required Attributes:

- Diploma or above with minimum two years of working experience in marketing field
- Strong administration skills and experiences in organizing promotion events, preferably with tertiary institutions or professional bodies
- Possessing some working knowledge in website CMS and/or digital marketing will be a strong advantage
- Good command of written and spoken English and Chinese including Putonghua
- Proficient in MS Word, Excel, Power Point and Chinese word processing
- Able to work independently
- Knowledge of multimedia software and data operation will be an advantage
- Good communication skills and manner; able to demonstrate proper business etiquette
- Excellent team player, self-motivated, well-organized, hardworking and meticulous

Applications should be marked "**Confidential**" quoting the reference **[Ref. A(SE)-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 at hr@hki CPA.org.hk.

Personal data provided will be used for recruitment purpose only.

For more information, please visit our website at www.hki CPA.org.hk.