



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:

ASSOCIATE OFFICER (ADMINISTRATION), FINANCE & OPERATIONS [Ref.: AO-F&O]

Role and Responsibilities

- Responsible for the full spectrum of office administration including office renovation, printing and mailing service, counter services, meeting and facilities management
- Implement the day-to-day office operation, procurement of office supplies, office equipment and maintenance services
- Implement administrative policies and procedures to ensure the efficiency of operations
- Oversee the service counter team
- Supervise and monitor the work of office assistants in handling dispatch service, outgoing mail service, tea services and set up of meeting venue
- Co-ordinate printing and mailing of circulars, annual subscriptions and council election papers
- Perform annual fixed assets and stocks count
- Prepare statistic reports and budget
- Manage godown space, security and manpower in retrieval and delivery of documents and inventories
- Perform ad hoc projects as assigned

Qualifications and Required Attributes

- Degree holder with a minimum of 3 years' relevant experience in sizable organization
- Good command of written and spoken English and Chinese
- Proficient in MS Word, Excel, PowerPoint and Chinese Word Processing
- Strong administrative abilities and interpersonal skills
- Well-organized and able to work independently
- Self-motivated and a good team player
- Immediately available is preferred

Applications should be marked "**Confidential**" quoting the reference **[AO-F&O]** with full details of education, work experience, present and expected salaries, contact telephone number and earliest available date. 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@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.