



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 (PROFESSIONAL LEARNING & DEVELOPMENT), EDUCATION & TRAINING

[Ref. A(PL&D)-E&T] Contract period: 1 year

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 **[AO-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.