



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 ADMINISTRATOR, CORPORATE COMMUNICATIONS [Ref. AA-CC]

Role and Responsibilities:

- Assist in organizing the Institute's member/student events such as corporate functions, social and leisure events, conferences and seminars, award ceremonies, case competitions, and follow-up activities.
- Provide administrative support for the Institute's events such as Qualification Programme promotion
- Update webpages and social media pages
- Handle enquiries from members and students relating to the Institute's events and services
- Assist in managing budget and expenses
- Handle ad-hoc projects and other duties as and when assigned by the supervisor

Qualifications and required attributes:

- Diploma or above with at least 1 year experience in administrative support, marketing, project management, and/or organizing events
- Good command of written and spoken English and Chinese
- Proficient in MS Word, Excel, PowerPoint, Chinese word processing, etc.
- Good telephone manner, pleasant and presentable
- Responsible, self-motivated, well-organized and meticulous
- Proactive and a good team player with a positive attitude
- 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 **[AA-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@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.*