



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, MEMBERSHIP & ADMISSION [Ref. AA-M&A]

Role and Responsibilities:

- Process applications, handle enquiries, update records and statistics, and generate certificates and approval letters.
- File and scan applications and incoming correspondences, handle members' requests and print register/directory.
- Process renewal materials, handle enquiries, issue annual renewal certificates, process restoration applications and update records/statistics.
- Support user acceptance test in IT projects and provide data for projects owned by other departments.

Qualifications and Required Attributes:

- Diploma or above, with some working experience in administrative support
- Good command of written and spoken English and Chinese, preferably with fluency in Putonghua
- Proficient in MS Word, Excel, Chinese word processing, etc.
- Proactive and a good team player with a positive attitude
- Self-motivated, well-organized, hardworking and meticulous

Applications should be marked "**Confidential**" quoting the reference **[Ref. AA-M&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, 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.