



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

The Hong Kong Institute of Certified Public Accountants, the only statutory licensing body of CPAs in Hong Kong, is 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 caliber professional to join us for the following position:

ASSOCIATE ADMINISTRATOR, EDUCATION AND TRAINING (1 YEAR CONTRACT) [Ref. TAA-E&T]

The successful candidate will provide general clerical support to various teams in the HKIAAT.

Role and Responsibilities

- Support student and member matters, including data entry, answer general enquiries, prepare letters, and coordinate printing and mailing
- Prepare procurement documents
- Provide administrative and logistic support for seminars and meetings
- Undertake ad hoc tasks as and when required

Qualifications and Required Attributes

- F.6 or above / Diploma or above with at least one year of working experience in administrative support
- Good command of written and spoken English and Chinese
- Proficient in MS Word, Excel, and Chinese word processing
- Good telephone etiquette, pleasant and presentable
- Able to work independently under pressure and with little supervision

Applications should be marked "**Confidential**" quoting the reference **[TAA-E&T]** 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@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.