



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 & ADMINISTRATION [Ref.: AO-F&A]**

**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&A]** 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](mailto: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](http://www.hki CPA.org.hk).*