



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 professional to join us for the following position:

ADMINISTRATOR, MEMBER SUPPORT [Ref. A-MS]

Role and Responsibilities:

- Assist in the organisation of conferences, seminars, visits, workshops, etc. under the remit of the Department
- Provide secretarial support to committees, subcommittees and working group meetings under the remit of the Department
- Assist in processing applications of mentorship programme and provide necessary administrative support to the programme
- Liaise with external organisations for arranging joint events and outreaching events
- Manage meeting logistics including room reservations and set up, catering, etc.
- Provide administrative support and ad hoc duties as assigned by supervisors

Qualifications and Required Attributes:

- University graduate with good command of written and spoken English and Chinese, including Mandarin
- Minimum three years' work experience in administrative support and/or organizing events
- 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

Applications should be marked "Confidential" quoting the reference **[A-MS]** 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 at 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.