



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 caliber professionals to join us for the following position:

ASSOCIATE OFFICER, MEMBER SUPPORT [Ref: AO-MS]

Role and Responsibilities

- Provide administrative support to committees, sub-committees and working group meetings under the supervision of the management team of Member Support
- Prepare and co-ordinate the production of e-newsletters
- Provide administrative support to the management team of Member Support department including but not limited to secretarial duties, preparation of presentation materials and compilation of reports
- Manage the filing system and maintain files and records in a timely and orderly manner
- Carry out ad-hoc assignments and any other duties as assigned by the management team of Member Support

Qualifications and Required Attributes

- Recognized degree with at least five years' working experience in providing administrative support, preferably in professional bodies
- Good command of written and spoken English and Chinese (including Putonghua)
- Proficient in MS Word, Excel, PowerPoint, and Chinese word processing
- Excellent interpersonal and communication skills and team player
- Self-motivated, well-organized, good telephone manner, able to work independently and attentive to details
- Willing to perform overtime work as needed

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