



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 accountancy 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 (COUNTER SERVICES), FINANCE & OPERATIONS (ADMINISTRATION)
[Ref. AA-C-F&O]

The successful candidate will be responsible for frontline counter services, mainly in handling members' & students' enquiries and applications, incoming telephone calls, publication sales and administrative support to the Finance & Operations Department.

Qualifications and Required Attributes

- Diploma or above with good spoken and written English and Chinese. Knowledge of Putonghua is an advantage
- At least two years' working experience in customer services, preferably some as receptionist
- Excellent telephone etiquette, pleasant, presentable, independent and a strong sense of responsibility
- Outgoing personality with good interpersonal and communication skills
- Proactive and a good team player with a positive attitude
- Knowledge of database operation is essential
- Immediately available is preferred
- Fresh graduate would be considered

Applications should be marked "Confidential" quoting the reference **[AA-C-F&O]** 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.