



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

The Hong Kong Institute of Certified Public Accountants 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 calibre professionals to join us for the following position:

ASSOCIATE ADMINISTRATOR (COUNTER SERVICES), FINANCE & ADMINISTRATION
[Ref. AA-C-F&A]

Role and Responsibilities

- Frontline counter services, including handling of members' & students' enquiries and applications, incoming telephone calls and sales of publications
- Administrative support to the Finance & Administration Department

Qualifications and Required Attributes

- Higher diploma or above with at least three years' relevant working experience (applicants with less experience will be considered for the position of Associate Administrator)
- Diploma or above with at least 2 years' working experience, or DSE/HKCEE or above with at least 5 years' working experience, preferably in customer services or receptionist
- Good spoken and written English and Chinese. Knowledge of Putonghua is an advantage
- Good 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 preferred
- Immediately available is preferred
- Fresh graduate would be considered

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