



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 a suitable candidate to join us for the following position:

PART-TIME ASSOCIATE ADMINISTRATOR, CORPORATE COMMUNICATIONS [Ref. PT-AA-CC]

The successful candidate will provide administrative and logistics supports to Institute's member events held in the evening during weekdays or day time on weekends. His/her service is required 5 hours per day, 5 days a week depending on business needs. On normal days, he/she will be working during 1-6pm; when events/webinars take place, he/she will be working during 4-9pm/5-10pm.

Role and Responsibilities:

- Liaise with other internal departments and external parties to ensure the smooth execution of all events
- Provide administrative and logistics support to Institute's events
- Handle customer enquiries
- Undertake any other duties when required

Qualifications and Required Attributes

- HKDSE/HKCEE or above with minimum one year's relevant working experience
- Experience in organizing events is preferable
- Good command of Chinese and basic spoken English
- Proficient in MS Word, Excel, PowerPoint and Chinese Word Processing
- Outgoing personality with good interpersonal and communication skills
- Proactive and a good team player with a positive attitude
- Responsible, self-motivated, well-organized and meticulous

Applications should be marked "**Confidential**" quoting the reference code (**PT-AA-CC**) 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@hkiipa.org.hk.

Personal data provided will be used for recruitment purpose only.

For more information, please visit our website at www.hkiipa.org.hk.