



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 an experienced person with high calibre to join us for the following position:

SECRETARY (Ref. S)

Role and Responsibilities

- Provide secretarial and administrative support to the executives of the Department including organize documents of the Department in a systematic manner, arrange and update business schedules/ appointments of the executives
- Co-ordinate with internal and external parties and make necessary arrangements for the committee meetings
- Undertake ad hoc assignments

Qualifications and Required Attributes

- F.7 or above, applicants with formal secretarial training preferred but not essential
- At least 5 years of secretarial experience. Priority will be given to those with work experience as group secretary of CPA/law firms
- Good command of spoken and written English and Chinese
- Computer literate, intermediate to advanced user level in MS Office and intermediate level in Chinese typing
- Attentive to details, well-organized, accurate, reliable, considerate and self-motivated team player with good interpersonal skills

Applications should be marked "**Confidential**" quoting the reference code **[S]** with full details of education, work experience, present and expected salary, 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.