



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:

MANAGER (ADMINISTRATION), FINANCE & ADMINISTRATION [Ref: M-ADM]

Key Responsibilities

- Supervise a team of 12 staff to manage a wide spectrum of office operations including but not limited to daily general office management, reception and counter services, library and study room, events logistic support, office & training facilities management, warehouse management, procurement of office services, equipment and sundries, vendor management, assets management, insurance arrangements, office improvement works and office relocation.
- Formulate, review and implement policies and procedures for effective and efficient office administration and procurement workflows.
- Identify cost saving opportunities, monitor operating costs and office administration expenses to exercise effective cost control.
- In charge for the tendering process and conduct price analysis as central procurement to ensure compliance with the Institute's policies.
- Work closely with departments to support effective and efficient operations.
- Assist in preparing annual budget, monthly reports and other ad hoc reporting.

Qualifications and Required Attributes

- University degree holder in Business Administration or related discipline.
- At least 10 years' relevant experience with at least 5 years of supervisory experience in sizeable organizations.
- Hands-on experience in office administration and procurement, experience in office leasing is an advantage.
- Self-motivated with strong sense of responsibility, service-minded, well-organized and able to handle multi-tasks under tight schedule.
- Data sensitive with strong numerical and analytical skills.
- Good communication and interpersonal skills.
- Proficient in both spoken & written English and Chinese
- Proficient in MS Word, Excel, PowerPoint and Chinese Word processing

Applications should be marked "Confidential" quoting the reference **[M-ADM]** 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@hkicpa.org.hk.

Personal data provided will be used for recruitment purpose only.

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