



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 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:

ADMINISTRATOR, MEMBER SUPPORT [Ref.: A-MS]

Role and Responsibilities

- Assist in organizing the Institute's member events, including cocktails, seminars, visits etc.
- Assist in receiving visitors and logistic arrangements for HKICPA representatives to attend mainland and overseas activities
- Assist in updating relevant sections of the Institute's web site
- Handle members' enquiries on member events and services
- Provide administrative support to the Member Support Department
- Undertake ad hoc tasks as and when required

Qualifications and Required Attributes

- F.7 or diploma holder with good command of written and spoken English, Chinese and Putonghua
- Minimum 2 years' working experience in administrative support. Experience in organizing events and travel arrangements is preferable
- Knowledge in Mainland matters and simplified Chinese is an advantage
- Proficient in MS Word, Excel, PowerPoint, Chinese word processing, etc.
- Good telephone manner, pleasant and presentable
- Outgoing personality with good interpersonal and communication skills
- Responsible, self-motivated, well-organized and meticulous
- Proactive and a good team player with a positive attitude
- Willing to perform overtime duty

Applications should be marked "**Confidential**" quoting the reference **[A-MS]** 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@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.