



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:

ADMINISTRATOR, CORPORATE COMMUNICATIONS (Ref. A-CC)

The successful candidate will assist the Manager of Corporate Communications to provide support in all matters pertaining to the on-going student engagement initiatives and Qualification Programme (QP), including HKICPA Award Ceremony for QP Top Student and BAFS Student.

Qualifications and Required Attributes

- Higher diploma or above with minimum three years of working experience in marketing field
- Strong administration skills and experience in organizing promotion events, preferably with tertiary institutions or professional bodies
- Working knowledge in website CMS, digital marketing, multimedia software and data operation will be an advantage
- Excellent communication skills and manner; able to demonstrate proper business etiquette
- Team player, self-motivated, well-organized, meticulous, and able to work independently
- Good command of written and spoken English and Chinese, including Putonghua
- Proficient in MS Word, Excel, Power Point and Chinese word processing
- Able to perform overtime duty when required

Applications should be marked "**Confidential**" quoting the relevant reference (**A-CC**) 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 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.*