



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.

## **ADMINISTRATOR, MEMBER ENGAGEMENT [Ref. A-ME]**

### **Role and Responsibilities:**

- Assist in planning and organising conferences, seminars and other events under the remit of the Department
- Coordinate and communicate with different stakeholders including members, other professional and regulatory organisations, vendors, etc.
- Support various departmental operations and projects, including webpage maintenance, application and enquiry handling, as well as data processing
- Manage meeting logistics, including room reservations and set up, catering, etc.
- Provide administrative support and ad hoc duties as assigned by supervisors

### **Qualifications and Required Attributes:**

- University graduate with good command of written and spoken English and Chinese, including Mandarin
- Minimum two years' work experience in administrative support and/or organizing events
- Proficient in MS Word, Excel, PowerPoint, Chinese word processing, etc.
- Solid business writing and data analysis skills are preferable
- Good telephone manner, pleasant and presentable
- Responsible, self-motivated, well-organized and meticulous
- Proactive and a good team player with a positive attitude

Applications should be marked "Confidential" quoting the reference **[A-ME]** 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 at [hr@hkicpa.org.hk](mailto: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](http://www.hkicpa.org.hk).*