



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:

ASSOCIATE MANAGER, MEMBER ENGAGEMENT [Ref: AM-ME]

The successful candidate will assist the Head of Member Engagement in all matters pertaining to project management in both Hong Kong and Mainland China.

Roles and Responsibilities

- Provide project management and administrative support to committees, support groups and working groups
- Plan and manage events and the related communication
- Handle correspondences, compile reports and publications as required
- Communicate with internal / external stakeholders, and develop and improve initiatives to better serve members' needs
- Manage departmental activities and supervise staff as assigned
- Occasional travel may be required

Qualifications and Required Attributes

- A minimum of 5 years' relevant working experience in project management with a recognized university degree
- Good command of written and spoken English and Chinese and fluency in Putonghua is a must
- Good interpersonal, communication and data process and presentation skills
- Able to work independently and deal with different stakeholders
- Industry and business knowledge is preferable
- Proficient in MS Word, Excel, PowerPoint and Chinese word processing

Applications should be marked "**Confidential**" quoting the reference **[AM-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, Wan Chai, 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.*