



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

Key Responsibilities

- Manage a wide spectrum of office operations and administrative activities, including but not limited to reception, counter services, training facilities, warehouse and general office management.
- Manage procurement of office services, equipment and sundries.
- Oversee asset management, insurance arrangements, office improvement works and relocation projects.
- Formulate, review and implement policies and procedures for effective and efficient office administration and procurement workflows.
- Identify cost saving opportunities, monitor operating costs to ensure effective cost control.
- Lead the tendering process and perform price analysis to ensure compliance with the Institute's policies.
- Collaborate with departments to support operational efficiency.
- Champion green office initiatives and play a key role in sustainable procurement practices.
- Assist in preparing annual budget, monthly reports and other ad hoc reporting.

Qualifications and Required Attributes

- Bachelor's degree in Business Administration, Management or related discipline.
- At least 10 years' relevant experience, with at least 5 years of supervisory experience in sizeable organizations.
- Experience in facilities management and procurement; office leasing is a plus.
- Self-motivated, responsible, service-oriented, and well-organized with the ability to manage multi-tasks under tight deadlines.
- Strong leadership, communication, and organization skills.
- Proficient in spoken and 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.