



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:

### **EVENT COORDINATOR / ASSOCIATE ADMINISTRATOR, CORPORATE COMMUNICATIONS (Ref. AA-CC)**

#### **Role and Responsibilities**

- Coordinate and provide administrative, logistics and onsite support to the Institute's corporate and member events such as corporate functions, social and leisure activities, industry conferences and seminars. Support may be required outside office hours and on public holidays, as needed.
- Assist in managing budget and expenses including processing expense approvals and maintaining accurate financial records.
- Prepare promotional materials such as event flyers and content for digital platforms, including webpages, social media channels, and other relevant platforms.
- Manage general email and telephone inquiries in a professional and timely manner.
- Perform any other duties as assigned by supervisor.

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

- Bachelor's degree with strong command of written and spoken English and Chinese.
- Preferably at least 1 year of working experience in organizing events and/or administrative support. Fresh graduates with relevant qualifications will also be considered.
- Proficient in digital tools and software, including MS Word, Excel, PowerPoint etc, and preferably design/editing platforms (e.g. Canva, Photoshop, or similar tools) and AI applications.
- Responsible, self-motivated, detail-oriented, and capable of managing multiple priorities effectively.
- Proactive and collaborative team player with a positive attitude and strong interpersonal skills.
- Flexible and willing to work outside regular office hours 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](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).*