

CFA Society Hong Kong (“CFAHK”) is a non-profit organisation founded in 1992 by a group of CFA charterholders in Hong Kong. The Society has over 6,300 members and is one of the largest member societies of CFA Institute which has more than 167,000 members in 165 countries/territories. The Society is mostly run by member volunteers with the support of a team of professional staff. CFAHK shares the mission of the CFA Institute in raising professional and ethical standard of financial analysts and investment practitioners through our continuing education events and advocacy effort. In addition to promoting the CFA designation in Hong Kong, the Society aims to provide a forum for our members, CFA Institute, other investment practitioners and regulators.

Administrative Assistant / Administrative Officer

Job Responsibilities

- Organise in-person and virtual CFA exam candidate events, arrange study group gatherings and information session
- Provide all-rounded support for pre-event logistics, on-site support and post-event follow up
- Maintain the candidate and member list in accurate format
- Assist in the preparation of marketing materials like webpages, eblasts
- Support committee meeting with supervision
- Coordinate the study materials order and handle phone and email enquiries
- Provide the office administrative support and handle general phone and email enquiries
- Manage external service providers like vendors, printers and office supplies replenishment etc
- Assist in other ad-hoc tasks

Job Requirements

- Diploma or Bachelor degree holder
- 1-2 years relevant working experience
- A hands-on and detailed-oriented person with high accuracy
- Self-motivated and a good team player with strong communication skills and service-oriented minds
- Good time management skill, able to prioritize works and multi-task effectively
- Proficient in Word, Excel, and PowerPoint
- Proficiency in English and Chinese (verbal and written)
- Immediate availability is highly preferred
- Database management skills (e.g. Salesforce, WordPress) is a plus as well

Working Hours : Monday to Friday, 9:00 a.m. to 5:30 p.m., weekday evening or weekend when necessary.

Applicants are required to email a cover letter and cv with current and expected salary to CFAHK at HROperations@cfahk.org. Please mark “Application for Administrative Assistant / Administrative Officer (Job Ref. AA2021)” in your email subject.