



Financial Services Development Council

The Financial Services Development Council ("FSDC") was established by the HKSAR Government in January 2013. The FSDC engages the financial services industry of Hong Kong and formulates proposals to promote the further development of the industry and map out the strategic direction for the development of Hong Kong as an international financial centre.

Executive Assistant (Ref: EA)

Key Responsibilities

1. To assist in collecting information and data and compiling statistics for research project and studies;
2. To assist in the coordination of reports, presentation materials and briefing materials;
3. To provide logistic support in arranging meetings and organising conferences, workshop and events;
4. To provide administrative support including records and filing systems, receipt and dispatch, supplies and procurement, housekeeping, etc; and
5. To provide secretarial and administrative support to senior officers.

Requirements

1. Bachelor's degree or equivalent; preferably in finance, economics, human resources, business administration or related discipline;
2. Preferably with 1 year's post-qualification experience; experience

in finance, economics, human resources or business administration will be an advantage;

3. Fluent command of both spoken and written English and Chinese;
4. Strong problem solving skills; good communication and interpersonal skills; and
5. Proficiency in computer knowledge and skills, including MS Office and Chinese word processing.

Terms of Appointment & Package

Appointment will be offered on 3 years fixed-term contract. Fringe benefits include paid leave, medical insurance and MPF.

How to Apply

Interested candidates please send, in not more than four pages altogether, a letter of application **quoting the corresponding job reference in the heading**, and a curriculum vitae setting out the details of qualifications, previous work experience, current and expected salary, to **the Financial Services Development Council Secretariat at Units 3104-06, 31/F, Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong or by email to recruitment@fsdc.org.hk on or before 18 January 2019**. Applicants not invited for an interview within 8 weeks from the closing date may consider their applications unsuccessful. For enquiries, please call 2493 1313.

All applications will be handled in strict confidence and the information collected will only be used for recruitment related purposes. All information on unsuccessful candidates will be destroyed after 6 months from the close of application.