



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.

In September 2018, the FSDC was incorporated as a company limited by guarantee to better discharge its functions through research, market promotion, and human capital development with greater flexibility.

Manager (Corporate Development and Administration) **(Ref: M (CDA))**

Key Responsibilities

1. To coordinate internal and external meetings, including Board and relevant Committee(s) meetings, and ensure all logistics and documentation are in place;
2. To provide secretarial support to the executive to ensure efficient time management and seamless logistics;
3. To manage duty visits and travel logistics for the executive and staff;
4. To liaise with internal and external stakeholders to facilitate timely and effective communication and coordination;
5. To assist in the planning and execution of industry and corporate events hosted by the FSDC, including logistics such as venue arrangement, vendor coordination, guest management, and on-site support; and
6. To perform any other duties as and when required.

Requirements

1. Bachelor's degree or equivalent; preferably in Business Administration, Secretarial Studies, Event Management or related discipline.
2. Minimum of 5 year's post-qualification experience, preferably in secretarial, administrative, or event coordination roles.
3. Strong communication problem-solving skills, with the ability to collaborate effectively with internal and external stakeholders.
4. Fluent command of both spoken and written English and Chinese; a good command of Putonghua is an advantage.
5. Proficiency in computer knowledge and skills, including MS Office, Chinese word processing and the use of AI tools.

Terms of Appointment & Package

A competitive remuneration package will be offered to the successful candidate. 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 and a curriculum vitae setting out the details of qualifications, previous work experience, current and expected salary **by email to recruitment@fsdc.org.hk on or before 24 November 2025**. Applicants not invited for an interview within 8 weeks from the closing date may consider their applications unsuccessful. For enquiries, please call 2493 1313.