



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.

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

Key Responsibilities

1. To lead and coordinate the workplace transformation project to ensure timely completion of space planning, fit-out works, and relocation logistics;
2. To manage daily administration and operations of office and convening spaces, including facilities, bookings, logistics, and operational support for meetings and events;
3. To manage procurement, vendor relationships, and service contracts to ensure efficient and cost-effective office operations;
4. To liaise with internal and external stakeholders to facilitate timely and effective communication and coordination;
5. To coordinate internal and external meetings, including Board and relevant Committee(s) meetings, and ensure all logistics and documentation are in place;
6. To support budget planning and expenditure monitoring; and
7. To perform any other duties as and when required.

Requirements

1. Bachelor's degree or equivalent; preferably in Business Administration, Secretarial Studies, Operations Management, Facilities Management or related discipline.
2. Minimum of 5 year's post-qualification experience, preferably in secretarial, administrative, or facilities coordination roles.
3. Strong communication problem-solving skills, with the ability to collaborate effectively with internal and external stakeholders.
4. Strong sense of responsibility, leadership, proactive with a can-do attitude.
5. Fluent command of both spoken and written English and Chinese; a good command of Putonghua is an advantage.
6. 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 16 August 2026**. 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.