



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.

Assistant Manager (Market Promotion) (Ref: AM(MP)) / Market Promotion Executive (Ref: MPE)

KEY RESPONSIBILITIES

1. Work closely with internal teams as well as external stakeholders and vendors to develop and execute strategic event programs, including conferences, seminars, sponsorship, roundtables, workshops, webinars, etc.
2. Support logistics arrangement for both digital and physical events, from managing the set-up of each event, registration, speaker briefings, onsite support to post-event communications and administration.
3. Create and deliver content around these events including invitations, promotional materials (such as eDM and posters), social media feeds, presentation decks and post-event reports.
4. Liaise with other industry organisations on speaking engagements, outreach meetings and supporting activities.
5. Develop, track and report measurable performance indicators and key results against the event's objectives, and enhance best practice through systematic capture of learnings and feedback.

6. Support team's budgeting, procurement and other administrative matters; and
7. Perform other duties as assigned.

QUALIFICATIONS & SKILLS

1. Bachelor's degree or equivalent; preferably in marketing, business administration or related discipline;
2. Minimum 3 years' of post-qualification experience; experience in in-house or event or marketing agency supporting financial services is a strong advantage;
3. Proven track records of managing virtual events with various meeting platforms such as Zoom, WebEx, Teams, etc.;
4. Tech-savvy with good knowledge of the latest virtual technology and production techniques is highly preferred;
5. Project management skills and capable of multitasking to meet various deadlines, and have flexibility amidst changing situations and priorities;
6. Fluent command of both spoken and written English and Chinese; good command of Putonghua is highly preferred; and
7. Proficiency in computer knowledge and skills, including MS Office and Chinese word processing.

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 27 March 2023**. 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.