## 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 (Event)
# (Ref: M (CDA))

### Key Responsibilities

1. Plan, organize and executive industry and corporate events of various scales and formats, including physical and virtual conferences, webinars, stakeholder meetings, and speaking engagements etc.;

2. Lead end-to-end event execution including budgeting, scheduling, logistics, and risk management. Coordinate with vendors, venues and service providers to ensure timely and quality delivery;

3. Manage communications and promotional efforts before, during, and after events; maintain documentation and feedback for future reference;

4. Collaborate with local and overseas industry bodies and business partners to advance partnership initiatives across different sectors within the financial services industry;

5. Provide support in liaising with Board and Committee members and other administrative matters of the FSDC;

6. Perform any other duties as required.

## Requirements

1. Bachelor's degree or equivalent, preferably in business administration, marketing, public relations, or related disciplines.

2. Minimum of 5 years' post-qualification experience, with experience in event management, administration, corporate communications and public relations.

3. Proven ability to successfully manage events of various scales and formats, with a demonstrated track record of excellence and in-depth expertise in event and logistics management.

4. Strong communication and stakeholder management skills, enabling effective collaboration with senior executives, business partners and vendors.

5. Fluent command of both spoken and written English and Chinese; a good command of Putonghua is an advantage.

6. Proficiency in computer 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 31 July 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.

*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.*