



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.

Corporate Affairs Executive (Ref: CAE)

Key Responsibilities

1. To support general administration services including procurement and supplies, IT support, records and filing systems etc.;
2. To assist in the human resources and finance functions such as recruitment process and bookkeeping etc.;
3. To assist in the coordination of reports, presentation materials and briefing materials;
4. To provide logistic support in arranging meetings and organising conferences, workshop and events;
5. To provide secretarial and administrative support to team members; and
6. To perform any other duties as and when required.

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 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 **7 July 2022****. Applicants not invited for an interview within 8 weeks from the closing date may consider their applications unsuccessful. For enquiries, please call 2493 1313.

Personal data provided by job applicants will only be used for job application processing. All personal data of unsuccessful candidates will be destroyed within 6 months upon completion of the relevant recruitment exercises.