



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. **General & Office Administration:** Support daily office operations, maintain accurate records and filing systems, oversee office supplies and facilities, and liaise with service vendors;
2. **Finance & Procurement Assistance:** Assist with procurement activities, handle procurement-related documentation, process reimbursement claims, and perform routine payment-related tasks;
3. **Meeting Logistics Support:** Coordinate meeting schedules and venue arrangements for Board, Committees and internal meetings;
4. **Secretarial Support:** Provide general secretarial support, including coordination of meeting papers, presentation materials and briefing documents; and
5. **Ad-hoc Duties:** Perform any other duties as and when required.

Requirements

1. Bachelor's degree or equivalent; preferably in accounting and business administration or related discipline;
2. Minimum 2 years' experience in office administration or equivalent disciplines;
3. Fluent command of both spoken and written English and Chinese;
4. Well-organized with strong sense of responsibility and problem-solving skills; a team player with excellent communication and interpersonal skills; and
5. 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 26 November 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.

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.