

The Institute of Financial Planners of Hong Kong (IFPHK) was established in June 2000 as a non-profit organization for the fast-growing financial services industry. We are the sole licensing body in Hong Kong authorized by Financial Planning Standards Board Ltd to grant the much coveted and internationally-recognized CFP® certification and AFP® certification to qualified financial planning professionals in Hong Kong and Macau.

We are now inviting enthusiastic and high-calibre candidates to join our professional teams:

**Part-time Student Helper**  
**Professional Development and Training Department**  
**(Ref. No.: 220501W)**

**Responsibilities:**

- Prepare and assist in registration for training and events (online or face to face)
- Provide customer service to participants
- Answer participants' enquiries
- Provide support to other ad-hoc duties

**Requirement:**

- Self-starter who is confident, responsible and positive
- Cheerful and pleasant
- Good at ZOOM operation (webinar course)
- Good interpersonal and communication skills
- Good command in English, Cantonese and Mandarin
- Good at MS office

We offer hourly rate at \$60 with flexible working hours. To apply, please send your full resume by 31 May 2022 to [hr@ifphk.org](mailto:hr@ifphk.org).

Please visit our website [www.ifphk.org](http://www.ifphk.org) for further information about us.