

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:

**Administrative Assistant
Professional Development and Training Department
(Ref. No.: 230102W)**

Responsibilities:

- Assist with registration and administration for IFPHK events, such as training courses, seminars and conferences
- Respond to phone and email inquiries about training courses and seminars.
- Liaison with training stakeholders, vendors and helpers.
- Enrolment system and payment
- Handle event venue rental and scheduling
- Perform support function for projects and business development activities
- Carry out general administration duties for the department

To be considered for the position, you must possess:

- University degree / Higher Diploma with 1 year working experience preferred. Fresh graduates are also be considered.
- Good command of written and spoken English and Chinese, including spoken Putonghua
- Strong interpersonal and communication skills with good telephone manners
- Diligent work ethics and exceptional problem solving as a team player
- Hands on skills with MS Office applications
- Immediate available is preferred

To apply, please send your full resume stating current and expected salary by 17 Feb 2023 to hr@ifphk.org

Please visit our website www.ifphk.org for further information about us.