

Post: Administrative Officer

Company Background

Hong Kong Business Accountants Association Limited (hereafter called “HKBAA”), established in June 2014, is a group of accounting professionals which serves business accountants who are employed in the commercial sector or in public organisations. HKBAA aims to consolidate the power of business accountants and actively promote exchanges among business accountants in commercial and public sectors in Hong Kong and Mainland China as well as senior executives in order to exchange ideas, broaden business insights and professional knowledge.

We are inviting high calibre candidates who are proactive, solution-driven and with a strong service attitude to join our growing organisation.

Duties:

Reporting to the appointee will be required to:

Key Responsibilities:

- a. **Lead and manage the Secretariat and office operations** on a day-to-day basis, including:
 - Liaison with Directors/Councillors of HKBAA, industry bodies, and key stakeholders.
 - Coordinating and facilitating periodic meetings of the Board of Directors/Councillors, including agenda preparation, minutes, and follow-up actions.
 - Overseeing general office administration and ensuring smooth workflow.
- b. **Manage and maintain the membership database**, including:
 - Processing admission of new members and renewals.
 - Disseminating timely information to members such as industry updates, event promotions, and membership benefits.
- c. **Support planning and execution of events and programs**, including:
 - Training seminars, promotional activities, networking functions, and joint activities with partner organizations.
 - Coordinating logistics, contractor management, and on-site support.
- e. **Communications and stakeholder engagement**:
 - Draft and distribute announcements, and other communications.
 - Maintain the association’s website and social media presence.
- f. **Perform any other duties as assigned by the Board or its delegates.**

Requirements:

Applicants should have:

- a. A recognized degree with a least five to seven years of relevant experience, preferably gained from professional bodies, industry/trade associations, non-profit organisations, academic institutions or similar environments;
- b. Proven track record in office administration, membership management and event coordination;
- c. Experience in liaising with senior executives, committees and external stakeholders;
- d. Good planning, administrative, communication and organisational skills, proactive, solution oriented mindset, with high level of self-motivation and ability to work independently;
- e. An excellent communication and interpersonal skills, and
- f. High proficiency in written and spoken Chinese (including Putonghua) and English.

Salary:

Approximately HKD20,000 plus year-end bonus

How to Apply:

Please submit your application letter and resume to admin@hkbbaa.hk