

## **HKVCA**

### **Committees and Communications Executive**

#### **Job description**

This position will be responsible for:

##### I) Committees

- Playing a supporting role in the association's internal and external committees.
- Assisting to organize committees' focused gatherings, seminars and events.

##### II) Communications

- Conducting effective communications and maintaining internal and external relationships.
- Editing and releasing PR materials for the association including monthly newsletter, event notice, social media and committees' columns.

##### III) Membership & Events

- Assisting in the recruitment of members.
- Coordinating event logistics

#### **Requirements**

- Bachelor Degree or above in business, finance, or related disciplines
- 1 - 2 years of working experience, having finance background or relevant work experiences is a definite advantage
- High attention for details, enthusiasm, a pro-active attitude and the ability for multi-task
- Able to work independently, detail-minded and well-organized, responsible, detail-oriented and self-motivated
- Excellent communications skills with both fluent English and Mandarin  
Knowledge of the finance and investment industry is an advantage.

This role requires the individual to work closely with senior PE industry professionals. The key skill set will be the ability to work with committee chairs to transform committee discussion into action — requiring excellent people skills and some financial sector knowledge.

Official website at: [www.hkvca.com.hk](http://www.hkvca.com.hk)

Candidates with higher qualification and experience will be considered as Assistant Manager.

We offer 5-day week, attractive remuneration and medical benefits will be offered to the right candidates.

Interested parties please apply with full resume and expected salary via email at [cchan@hkvca.com.hk](mailto:cchan@hkvca.com.hk)