

## Hong Kong Venture Capital and Private Equity Association Limited

HKVCA represents over 370 corporate members. Members include 160 private equity firms, managing US\$1 trillion assets globally, across all types – including 7 of world's Top 10 largest PE firms as well as small VC investors. These firms are engaged in venture capital and private equity investments in the Asia-Pacific region at all levels – from venture, growth, buyout, secondary, pension, fund of funds and family offices.

### Assistant Manager, Committees and Communications

#### Job description

This position will be responsible for:

- Playing a supporting role in the association's internal and external committees.
- Assisting to organize committees' focused gatherings, seminars and events.
- Conducting effective communications and maintaining internal and external relationships.
- Editing and releasing PR materials for the association including monthly newsletter, social media and committees' columns.

#### Requirements

- Bachelor Degree or above in business, finance, or related disciplines
- 2 - 3 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**
- Candidates who can work independently, out-going personality, detail-minded and well-organized
- **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. Candidates with less experience may consider as Committees and Communications Executive.

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 to Ms. Chan at [cchan@hkzca.com.hk](mailto:cchan@hkzca.com.hk)

(All applications received will be used strictly for selection purposes only.)

Administrative and Marketing Assistant  
(FULL TIME Permanent Post)

**Hong Kong Venture Capital and Private Equity Association (HKVCA)**

The HKVCA was established in 1987 as a not for profit making association representing the interests of the private equity and venture capital community and promoting awareness of our profession in Hong Kong and China. Today we have over 370 members engaged in venture capital and private equity investments at all stages and levels across Asia Pacific, including venture, growth, buyout, secondary, real assets, pensions, fund of funds and family offices. Our private equity firms manage over US\$1 trillion in assets and our venture partners are at the cutting edge of technology investment.

Website: [www.hkvca.com.hk](http://www.hkvca.com.hk)

We are seeking a highly motivated candidate for the role of Administrative and Marketing Assistant.

**Job Description**

- Perform general administrative and reception duties
- Assist in event logistics and registrations.
- Manage the database of the Association
- Provide all-rounded personal assistance and business arrangement to Senior Management.
- Responsible for a wide range of general office administrative tasks such as vendor sourcing, meeting and travel arrangement, managing office utilities and supplies, equipment and other inventories;
- Perform ad-hoc duties when assigned.

**Requirements:**

- Degree holder
- Mature personality with 1 – 2 years' relevant experience.
- Excellent telephone manner and customer service skills.
- A team player who is punctual, hardworking, reliable, and willing to learn.
- Good communication and interpersonal skills, able to work with all levels of people.
- Computer proficiency in MS Office, Word, Excel, Power Point and Chinese word processing.
- Good command of spoken and written English, Mandarin and Cantonese.

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