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 385 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

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.

5-day week, attractive remuneration and medical benefits will be offered to the right candidate. Interested parties please apply with full resume and expected salary and send to cchan@hkvca.com.hk.

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