

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 400 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\$1.5 trillion in assets and our venture partners are at the cutting edge of technology investment. www.hkvca.com.hk

Senior Membership Executive

Requirements:

- Bachelor's degree or above in related disciplines
- 2 - 3 years of work experience – having a finance background or relevant work experience is a definite advantage
- A good team player who is out-going, hardworking, reliable, and willing to learn
- High attention to detail, enthusiasm, a pro-active attitude and the ability to multi-task
- Able to work independently as needed, well-organized, and self-motivated
- Computer proficiency in MS Office, Word, Excel, Power Point and Chinese word processing
- Native Mandarin speaker with well written and spoken English

Job Description

- Membership recruitment and retention
- Handling membership invitations, renewals and enquiries
- Membership database maintenance
- Supporting China delegation tours and logistics
- Preparing new member promotion leaflets and membership profiles
- Playing a supporting role in the Association's PRC Committee events and membership activities
- Provide assistance at Membership Committee meetings, providing agendas and taking minutes
- Perform ad-hoc duties when assigned.

A 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).