

Associate

The Hong Kong Investment Funds Association (“HKIFA”) is a non-profit-making organization that represents the asset management industry in Hong Kong. www.hkifa.org.hk. We are identifying a candidate who will be responsible for the following.

Roles:

The main responsibilities include, inter alia, providing support on various areas:

- Prepare briefing papers and minutes/notes, as well as implement the resolutions reached at meetings;
- Co-ordinate meetings for committees and working groups; and organize events;
- Liaise with member firms to solicit and collate inputs so as to prepare reports for submission to the authorities/regulators or other stakeholder groups;
- Conduct researches and prepare reports; and
- Handle administrative tasks.

Attributes and qualities:

- University graduate;
- Able to interact effectively with member firms and different stakeholder groups;
- Strong writing skills – both English and Chinese, and in particular English; and
- Meticulous and have excellent PC skills.

Interested parties please email to **Ms Chiu, Hong Kong Investment Funds Association** hkifa@hkifa.org.hk.

(Personal data collected will be used for recruitment purpose only.)