

THE HONG KONG MANAGEMENT ASSOCIATION

Senior Executive Officer/Executive Officer – Membership & Event Management

Responsibilities

- Formulate and execute effective strategies to strengthen the Association's membership
- Handle member enquiries and maintain good rapport with members
- Establish good relationship with other local or overseas professional bodies
- Organize events and activities including but not limited to business awards, PR events, dinner functions, seminars and company visits
- Provide administrative and secretarial support for committee meetings
- Handle ad-hoc projects as required

Requirements

- Degree holder in any disciplines with at least 1-2 years working experience
- Solid experience in membership and event management
- Independent, strong marketing sense and multi-tasking capability
- Highly motivated with strong initiative, attention to details and ability to work under pressure
- Excellent command of written and spoken English (with IELTS 7.0 or above)
- Sound PC knowledge (MS office)
- Candidates with more working experience will be considered as Senior Executive Officer
- Immediate availability is preferred

Benefits

- [Full sponsorship for further studies e.g. master's degree](#)
- Medical and dental scheme
- 15 days annual leave
- 5-day work week

Work location: Admiralty

Please include your [availability, current and expected salaries](#) in your resume with IELTS, HKAL and HKCEE results and email to hr@hkma.org.hk or by post to Personnel Department, The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.

(Personal data collected will be used for recruitment-related purposes only).