



## Hong Kong Institute for Monetary Research

The following position is now available in the Hong Kong Institute for Monetary Research (HKIMR). An attractive package is offered to the right candidate who meets with the following criteria.

### Administrative Assistant (contract terms)

#### **Key Responsibilities:**

- Responsible for general administrative duties including word processing and maintaining filing system, logistic arrangements, secretarial duties and other tasks assigned by supervisors
- Arrange logistics for conference and provide on-site support

#### **Requirements:**

- University degree
- At least 1 year of solid work experience in administrative duties
- Mature, well-organised, reliable, responsible, flexible and willing to work overtime
- Excellent service delivery skills and high level of responsiveness
- Excellent communication, interpersonal and organisational skills
- Good command of English and Chinese; proficiency in Putonghua an advantage
- Basic computer knowledge, including MS Office, Excel, PowerPoint and email system

### Conditions of service

- Successful candidate will be appointed on fixed contract terms.
- A competitive remuneration package will be offered. There is flexibility to take account of additional experience and qualifications.
- Fringe benefits include medical and dental benefits, paid annual leave and mandatory provident fund benefits.

### How to apply

Interested candidates, please send your **full resumé** including details of past experience, qualifications, expected salary, availability and contact details to [hkimr@hkma.gov.hk](mailto:hkimr@hkma.gov.hk).

Completed applications should reach the HKIMR by **24 February 2018**. Those not contacted by the HKIMR within **three months** from the close of application should consider their applications filed for future reference.

Personal data provided by applicants will be used strictly in accordance with our personal data policies, a copy of which will be provided immediately upon request. You may contact the Recruitment Secretary at the above e-mail or direct your request by phone call at 2878 1976.

The HKIMR is an equal opportunities employer.