



Hong Kong Institute for Monetary Research

The following position is now available in our Institute. An attractive package is offered to the right candidate who meets with the following criteria.

Co-ordinator (Administration)

Key Responsibilities:

- Responsible for general administrative duties including word processing, maintaining filing system; logistic arrangements; secretarial duties and other tasks assigned by supervisors.

Requirements:

- Three years relevant experience in multinational companies;
- Five subjects, including Chinese Language and English Language (“Syllabus B” before 2007), at Level 2 / Grade E or above in the Hong Kong Certificate of Education Examination, Diploma / Associate Degree or above is a plus;
- Proficiency in Chinese and English word-processing;
- Well versed in Microsoft Office;
- Good command of English and Chinese; proficiency in Putonghua an advantage;
- Mature, reliable, team player and good communication skill.

Conditions of service

Successful candidate will be appointed on fixed contract terms. A competitive remuneration package will be offered, with 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, expected salary, availability and contact details to hkimr@hkma.gov.hk.

Completed applications should reach the Hong Kong Institute for Monetary Research (“HKIMR”) by **21 February 2014**. 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 job 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 1978.