



Financial Services Development Council

The Financial Services Development Council (FSDC) was established by the HKSAR Government in 2013 as a high-level, cross-sectoral advisory body to engage the financial services industry in formulating proposals to promote the further development of Hong Kong as an International Financial Centre through research, market promotion and human capital development.

Manager (Market Promotion)

(Ref: M (MP))

Key Responsibilities:

The Manager will oversee end-to-end event management and logistics, ensuring seamless execution of all corporate and industry events to enhance brand awareness, stakeholder engagement, and alignment with FSDC's mission and strategic objectives.

1. Plan, organise, and execute events of various scales and formats, including physical and virtual conferences, webinars, sponsorships, stakeholder meetings, and speaking engagements, ensuring high-quality deliverables from inception to post-event evaluation.
2. Manage all event-related logistics, including stakeholder coordination, procurement, on-site operations, reporting, and administrative tasks, ensuring smooth execution.
3. Develop engaging event promotion materials and marketing content across all digital and non-digital channels, such as social media, eDMs, websites, and presentations, to maximize engagement and visibility.
4. Coordinate communications and collaborations with vendors, local and overseas partners, and industry stakeholders to build and support partnerships across the financial services sector.
5. Perform any other duties as required.

Requirements

1. Bachelor's degree or equivalent, preferably in marketing, event management, communications, or related disciplines.
2. Minimum of 5 years' experience in event management or marketing, ideally in the financial services industry.
3. Proven expertise in managing events of varying scales and formats, with a strong track record in event planning, logistics, and execution.
4. Strong organizational and communication skills, with the ability to manage multiple projects under tight deadlines and to engage effectively with stakeholders.
5. A proactive self-starter and team player with strong problem-solving and strategic thinking skills, agility in fast-paced environments and able to meet tight deadlines.
6. Advanced bilingual copywriting skills, with attention to detail and timely delivery. Fluent in written and spoken English and Chinese, with proficiency in Putonghua being an advantage.

Terms of Appointment & Package

A competitive remuneration package will be offered to the successful candidate. Fringe benefits include paid leave, medical insurance and MPF.

How to Apply

Interested candidates please send, in **not more than four pages altogether**, a letter of application and a curriculum vitae setting out the details of qualifications, previous work experience, current and expected salary **by email to recruitment@fsdc.org.hk on or before 20 March 2026**. Applicants not invited for an interview within 8 weeks from the closing date may consider their applications unsuccessful. For enquiries, please call 2493 1313.

All applications will be handled in strict confidence and the information collected will only be used for recruitment-related purposes. All information on unsuccessful candidates will be destroyed after 6 months from the close of application.