



## **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.

Established under the FSDC in November 2023, the Hong Kong Academy for Wealth Legacy (HKAWL) is committed to invigorating a vibrant ecosystem for family offices worldwide through fostering collaboration, networking, knowledge sharing, and talent development across the sector. It aims to guide next-generation wealth owners and private wealth management professionals with veteran counsel, with a view to strengthening Hong Kong's position as a principal centre for managing family wealth legacies.

### **Corporate Affairs Executive (Hong Kong Academy for Wealth Legacy) (Ref: CAE (HKAWL))**

#### **Key Responsibilities**

1. Support logistics arrangement for both digital and physical events, from managing the set-up of each event, registration, speaker briefings, onsite support to post-event communications and administration;
2. Provide secretarial and administrative support to the team such as procurement, social media platforms and website update, database building and meeting arrangement etc;

3. Collaborate with team members/external vendors to create visual content for the events, website, social media, e-newsletters and presentations etc.; and
4. Perform ad-hoc duties as assigned.

### **Requirements**

1. Bachelor's degree or equivalent, preferably in marketing, business administration or related discipline;
2. A minimum of 1-year post-qualification working experience. Experience in business administration, event management, graphic design or content creation would be an advantage;
3. Innovative, creative and conversant with popular design and marketing trend;
4. Fluent command of both spoken and written English and Chinese;
5. Strong willingness to learn and self-driven; and
6. Can-do attitude, multi-tasking and able to deliver quality output within tight deadlines.

### **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](mailto:recruitment@fsdc.org.hk) on or before 24 December 2024**. 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.*