

HONG KONG ACADEMY OF MEDICINE

Hong Kong Academy of Medicine (“HKAM”) was established by the HKAM Ordinance (Cap 419) in 1993. HKAM is an independent institution with statutory power to organize, monitor, assess and accredit all medical and dental specialist training in Hong Kong. It also provides and accredits continuing medical education and continuous professional development for the purpose of specialist registration. The Academy now recruits the following staff.

Event Executive

(Monthly Salary : MPS 0 - 9 ; \$12,915 – \$22,725)

Major Responsibilities:

- To assist the Manager (Events and Operations) and other team members handling event-related operational work, including managing facilities and venues of the Academy, secretarial support, conferences and banquet administration, etc
- To handle administrative and clerical duties including filing, routine correspondences, bookkeeping, budgeting and cost controls, committee work
- To handle design duties including editing photos, drawing floor plans, designing posters and leaflets, etc
- To perform any other duties as the Academy may determine to be relevant to the post

Requirements:

- Possess Higher Diploma or above with experience in conference / banquet organization
- At least 2 years’ experience in event and conference management. Exposure in hotel and F&B management is preferred
- Knowledge in Microsoft office programs e.g. Word, Excel, Powerpoint and Publisher a must. Knowledge in Adobe Photoshop, Adobe Illustrator, SmartDraw and Zoom an advantage
- Good command of Cantonese, English and Putonghua essential
- Appointee will be required to work irregular hours and occasionally work on Saturdays, Sundays and Public Holidays

Starting salary will commensurate with qualification and experience of the successful candidate. To apply for the post, please send a detailed resume, current / expected salary, and contact email / telephone number to the following address or by email to hr@hkam.org.hk. Review of applications will commence after **13 October 2021**:

Chief Executive Officer
Hong Kong Academy of Medicine
99 Wong Chuk Hang Road
Aberdeen, Hong Kong

(Please mark “EE” on the envelope)

Information provided by applicants will only be used for recruitment related purposes and will be handled in confidence by authorized personnel. All personal data of unsuccessful candidates will be destroyed after six months from the date of application.