

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. HKAM now recruits the following staff.

Administrative Assistant

(Monthly Salary : MPS 10 – 15 ; \$24,670 - \$32,545)

Major Responsibilities:

- To support Corporate Administration Team in administrative and secretarial duties
- To assist in the co-ordination of meetings, events and other corporate affairs
- To liaise with different departments, contractors and relevant parties
- To handle and maintain records, reports and other correspondences
- To perform any other duties as assigned by the Academy

Requirements:

- Holder of higher diploma or degree, preferably in business administration or related discipline
- At least 4 years’ relevant administrative or secretarial work experience, preferably in statutory / public bodies
- Diligent, well-organised and able to meet tight deadlines
- Attention to details, self-driven with positive attitude and outgoing personality
- A team player with good interpersonal and communication skills
- Good command of written and spoken English and Chinese
- Proficient in MS Office and Chinese word processing
- Immediate available preferred

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 **18 December 2022**.

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

(Please mark “AA” 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.