

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 is looking for candidate to fill the following post.

Senior Manager (Operations)

Main Responsibilities:

- To assist the Chief Operations Officer in overseeing operational activities at various levels of the organisation, ensuring operating procedures comply with regulations, policies and house rules.
- To help oversee and ensure resources are shared by all teams in an appropriate and cost-effective way to optimize resource utilization.
- To review operating procedures and propose strategies that streamline workflows and enhance cross-team collaborations for efficiency and effectiveness.
- To supervise the Operations Team, Event Team and Corporate Administration Team, and provide support in HR matters, including staff development and wellness.
- To help monitor the performance of the facility management vendor and catering vendor, ensuring contractually agreed terms are followed, budget control is exercised, and daily operations are legally compliant.
- To perform any other duties as the Academy may determine to be relevant to the post.

Requirements:

- Degree in Business Administration, Event Management, Operations Management, or related field.
- At least 10 years’ work experience in event management / operations management / corporate administration, with 5 years at managerial level.
- Experience in budgeting and forecasting, with knowledge in business and financial principles.
- Strong leadership skills to motivate teams, make decisions, and drive positive changes for the organisation.
- Excellent organisational, communication and interpersonal skills. Able to work effectively with cross-functional teams and stakeholders in achieving operational goals.
- Proficiency in people management skills, with positive mindset to help foster a healthy stable work environment.
- Good understanding of the Academy’s statutory functions and operations, or the system of medical and dental specialist training in Hong Kong is preferred.

To apply for the post, please send a covering letter and detailed resume (with the 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 **10 September 2023**.

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

(Please mark “SM-OP” 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.