

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.

Manager (Events and Catering)

(Monthly Salary : MPS 17 – 27 ; \$38,715 - \$61,865)

Main Responsibilities:

- To lead the Event Team and manage all aspects of the department, including office administration, staff performance and work allocation.
- To oversee the organisation of conferences, events and various activities at the building, ensuring that standards are met, and policies or rules are adhered to.
- To help monitor the performance of the catering services provider and assist in all F&B-related areas including overseeing the Profit and Loss, menu design, food quality and the operations of the Canteen and Lounge etc.
- To identify and develop effective marketing strategies and produce marketing materials to promote and increase the usage of the event venues and facilities.
- To manage all financial aspects of event operation, compile performance reports and recommendations.
- To establish and maintain excellent relationships with venue hirer and event organizers and to collaborate and work closely with internal teams and vendors.
- To organize Academy’s major events, provide support in corporate activities and provide Event Management Services to organizers.
- To stay up to date with industry trends and ensure all legal, health and safety requirements related to events are complied with.
- To perform any other duties as the Academy may determine to be relevant with the post.

Requirements:

- University degree in Hospitality, Event Management, Business Administration, Marketing or a related field.
- At least 8 years hands-on experience at supervisory / managerial level in hospitality industry / event management.
- In-depth industry knowledge and experience in clubs / hotels and F&B management is an advantage.
- Strong organisational, project management, leadership and financial management skills.
- Excellent interpersonal, communication, problem-solving and analytical abilities.
- Proficient in written & oral English and Chinese.
- Proficient in computer software such as Microsoft Word, Excel, PowerPoint and Outlook with experience in using event management software or tools an advantage.
- Available to work extended hours including evenings, Saturdays, Sundays and Public Holidays when required.
- Candidate with less experience may be considered as Deputy / Assistant Manager (Events and Catering).

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 **12 August 2024**.

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

(Please mark “M-EC” 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.