

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.

Events and Catering Executive

(Monthly Salary: MPS 0 - 9: \$14,280 - \$25,115)

Main Responsibilities:

- To assist in handling events-related operational work, including checking set-up and conditions of facilities and venues, secretarial support, conferences and banquet administration, etc.
- To handle bookings of the Academy venues and facilities, answering enquiries, preparing quotations, drafting contracts, issuing Event Order, providing onsite support and issuing bills, etc.
- To assist the team leader in monitoring the performance of the catering services provider and assist in F&B-related matters including checking Profit and Loss, menu design, food quality and the operations of the Canteen and Lounge etc.
- To support and help organize Academy’s major events, provide support in corporate activities and provide Event Management Services to other organizers.
- To handle administrative and clerical duties including filing, routine correspondences, bookkeeping, budgeting and cost controls and 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:

- Higher diploma or University degree in Hospitality, Event Management, Business Administration, Marketing or a related field.
- At least 1 year’s experience in event and conference management. Knowledge and experience in clubs / hotels and F&B management an advantage.
- Proficient in written & oral English and Chinese.
- Knowledge in Microsoft office programs e.g. Word, Excel, PowerPoint and Publisher a must. Knowledge in Adobe Photoshop, Adobe Illustrator, SmartDraw, Canva and Zoom or event management tools an advantage.
- Appointee will be occasionally required to work outside normal office hours, including evenings, Saturdays, Sundays and Public Holidays.

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 **2 October 2024**.

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

(Please mark “ECE” 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.