

## **Conference & Function Officer**

### **Duties:**

To assist the Manager - Conference and Function in organising various institutional and ad-hoc events such as ceremonies, annual dinners, conferences and functions including the following major duties:

- Processing registrations and providing hospitality services to participants and guests
- Liaison with various service providers/suppliers for venue, catering and other logistics arrangement
- Coordination with designers and publishers to produce promotional materials and publications
- Communications with committee members and external bodies, local and overseas
- Serving as secretary in various organising committees
- Other ad hoc duties as assigned

### **Requirements:**

- Degree holder in Communications or Hospitality Management or related disciplines
- 1-2 years experience in conference or event management industries will be a definite advantage
- Excellent command of written and spoken English and Chinese
- Proficiency in Putonghua is necessary
- High literacy in PC applications including MS Office
- A good team player, outgoing, good interpersonal skill and self-motivated

Please apply in confidence with full career details and salary expectation by sending **email to The Hong Kong Institution of Engineers at [recruit@hkie.org.hk](mailto:recruit@hkie.org.hk)**.

*All information provided by applicants will be treated in strict confidence and used only for recruitment purpose. Only shortlisted candidates will be notified. All personal data of unsuccessful applicants will be destroyed after completion of the recruitment exercise.*