

## **Administrative Assistant – Membership**

### **Duties:**

- To support and maintain the membership database system
- To handle enquiries and correspondence to the Membership Section
- To provide general clerical support to Membership Section
- To support activities and new initiatives of the Institution

### **Requirements:**

- Secondary education or above with 1-2 years work experience preferable
- Good command of written and spoken English and Chinese
- Good interpersonal skills and willing to learn
- Good computer skills

Please apply in confidence with full career details and salary expectation by **sending email to [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.*