



香港退休計劃協會

The Hong Kong Retirement Schemes Association

Company details

The HKRSA was established in 1996 (www.hkrsa.org.hk) and is a not-for-profit, non-political association. Our mission is to lead and promote sustainable and better retirement outcomes through the following:

- Empower – We empower employees through employers with retirement planning and tools
- Advocate – We advocate key retirement issues, retirement income and look for value creation
- Share – We share and facilitate retirement information and knowledge

Office Manager/ Assistant Office Manager – (Full time / part-time)

Job Description:

- Manage general office administration.
- Organising and servicing meetings (Prepare meeting materials; take minutes and follow-up after the meetings).
- To provide secretariat support to related governing boards of the HKRSA, provide on-going statutory compliance and annual filing requirements.
- Co-ordinate projects, events and meetings with internal and external parties.
- Handle human resources administration, payroll, MPF, taxation.
- Create artworks and design layout for promotional & marketing materials in website, social media, EDMs and promotional printings etc.
- Handle enquiries (e.g. general, membership, events, media and sponsorship enquiries).
- Liaising with relevant organisations, sponsors and members.
- Responsible for daily accounting operation included A/R, A/P, prepare vouchers, data input and filing etc.
- Update Website, and manage social media channels (Facebook & LinkedIn).
- Other ad-hoc or administration tasks as assigned.

Requirements:

- Undergraduate or above, with minimum 5 years of working experience.
- Strong sense of responsibility, self-motivation, attention to details, able to be multi-tasking under tight deadlines.
- Strong interpersonal and communication skills.
- Efficient management of stakeholders in various governing boards and manage to achieve outcome.
- Strong sense of graphic design and can support content writing.
- Fluent command of both written and spoken English and Chinese, proficiency in Putongua is a plus.
- Proficient in MS Office applications.
- Immediate available is highly preferred.

We offer attractive remuneration package including 5-day work week with medical scheme. Interested parties please email your resume stating current and expected salary and availability to admin@hkrsa.org.hk

**Personal data collected will be used for recruitment purpose only.*