

Date: 5 July 2023
Job title: Executive Assistant
Employer: Asia Securities Industry & Financial Markets Association (ASIFMA)
Location: Hong Kong

Asia Securities Industry & Financial Markets Association (ASIFMA)

ASIFMA is an independent, regional trade association with over 170 member firms comprising a diverse range of leading financial institutions from both the buy and sell side, including banks, asset managers, law firms and market infrastructure service providers. Together, we harness the shared interests of the financial industry to promote the development of liquid, deep and broad capital markets in Asia. ASIFMA advocates stable, innovative, competitive and efficient Asian capital markets that are necessary to support the region's economic growth. We drive consensus, advocate solutions and effect change around key issues through the collective strength and clarity of one industry voice. Our many initiatives include consultations with regulators and exchanges, development of uniform industry standards, advocacy for enhanced markets through policy papers, and lowering the cost of doing business in the region. Through the [GFMA](#) alliance with [SIFMA](#) in the United States and [AFME](#) in Europe, ASIFMA also provides insights on global best practices and standards to benefit the region. For more information about ASIFMA, please visit our website www.asifma.org

Executive Assistant – Equities and Public Policy Affairs Divisions

Job description:

- Provide full range of secretarial and administrative support to two teams including organizing meeting schedules, collating and organizing RSVP/attendance lists for meetings/roundtables, preparing meeting materials, traveling and logistics arrangement
- Format documents and reports at an advanced level (primarily Power Point, Word and Excel)
- Answer telephone calls and meet with external guests in a professional manner
- Follow up on meetings, emails to members on upcoming events, seminars
- Assist with administrative duties such as office supplies management
- Responsible for database maintenance and administration, ensure the stability of database and corresponding service
- Assist in website updating
- Proactive, can-do attitude to supporting each divisions' needs, objectives and projects
- Ability to manage competing priorities and stakeholders
- Interest in improving processes and identifying efficiencies associated with the role
- Perform other tasks as assigned

Requirements:

- Degree/ Diploma holder in any business field
- 1-3 years or above relevant working experience
- Fluency command of written and spoken English, Mandarin and Cantonese

- Proficient in PC skills including MS Word, Excel and Power Point and Chinese Word Processing
- Excellent formatting skills
- Prompt, accurate and precise; well organized, detailed-oriented, responsible, flexible & self-motivated
- Immediate availability is highly preferable

We offer 5-day work and attractive package to the right candidate. Interested parties please send your detailed resume with current and expected salary to wwong@asifma.org.

All information received will be treated in strict confidence and for recruitment purpose only. Applicants not hearing from us within four weeks from the date of advertisement may consider their application unsuccessful.