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## ASIFMA Recruitment

5 Oct 2018

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### Project Executive (Contract)

#### Job Description:

- Assist in developing, managing and updating a database of potential and target sponsors, exhibitors, members and participants for the association's new conferences in 2019, in areas of compliance and legal, and operations and technology and other financial markets aspects.
- Complete basic research for target sponsors, exhibitors and participants from various relevant industry events.
- Communicate regularly with internal business divisions for exploring and selecting target sponsors, exhibitors and participants.
- Reach out, communicate, coordinate with and keep track of selected target members, sponsors, exhibitors and participants in an organised manner while the conferences develop.
- Assist in updating the association's website and processing data entry, when necessary.
- Support development of conference marketing material.
- Organise and follow up on program working group preparation calls for each conference.
- Provide administrative and logistical support when the conferences evolve, when necessary.
- Ad hoc tasks as assigned by the supervisor including CEO and relevant Directors.
- Full-time contract role until 30 June 2019, 5-day work from Monday to Friday except public holidays, flexible working hours: 8.30am-5.30pm, 9am-6pm or 9.30am-6.30pm subject to mutual agreement, working location: ASIFMA office in Admiralty, Hong Kong
- Possibility of extending the contract period or changing to a permanent position subject to performance and the association's budget and planning

#### Job Requirements:

- University graduate with 2 years of relevant work experience, preferably in finance, business, communications, event management and/or marketing.
- Strong command of both written and spoken English (Mandarin and/or Cantonese a plus)
- Strong command of MS Office, especially excel, and computer skills
- Understanding of/experience with digital marketing
- Well organised with an eye for detail and a drive for quality
- Passionate, good team player, customer-oriented, energetic and pragmatic

## DEVELOPING ASIAN CAPITAL MARKETS

If you are interested, please send your CV with your availability, current and expected salary to Wyman Wong (wwong@asifma.org) **by Friday 12 October 2018**. Shortlisted candidates will be contacted for an interview.

#### Profile of ASIFMA:

[ASIFMA](#) is an independent, regional trade association with over 100 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 and competitive 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.

*Disclaimer: Personal data collected will be used for recruitment purposes only.*