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## ASIFMA Recruitment

18 May 2015

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### Position 1

**Job Title:** Coordinator – Events and Conferences (permanent role)  
**Start Date:** July 2015, Full-time (5-day work)  
**Salary Range:** HKD13K – 16K per month (subject to relevant experience)

### Job Description:

For events and conferences:

- Coordinate and handle the entitlements for sponsors, endorsers, media partners and co-organizing parties according to the various timelines.
- Manage the production of marketing collaterals including event brochures, websites, eDMs and onsite props.
- Liaise with different stakeholders regarding updates of events, including programs, speakers, participants, sponsorship packages, collaboration with supporting partners, etc.
- Co-operate with service providers for event venue setup and F&B arrangements.
- Provide logistical and administrative support for events.
- Ad hoc tasks as assigned by the event supervisor

### Job Requirement:

- University graduate
- 2-year work experience, preferably in event management, communication, catering or marketing (Fresh graduate with relevant internship experience may be considered.)
- Good command of both written and spoken English (Mandarin and/or Cantonese a plus)
- Good command of MS Office
- Well organized with an eye for detail and a drive for quality
- Passionate, good team player, customer-oriented, energetic
- Good common sense and time/cost management concept

If you are interested, please send your CV with current and expected salary to Michelle Cheung, Manager – Events and Conferences, at [mcheung@asifma.org](mailto:mcheung@asifma.org) by **Friday 29 May 2015**. Shortlisted candidates will be contacted for an interview.

# DEVELOPING ASIAN CAPITAL MARKETS

## Position 2

**Job Title:** Coordinator – Events and Conferences (4-month contract)  
**Start Date:** Mid August 2015, Full-time (5-day work)  
**Salary Range:** HKD10K – 13K per month (subject to relevant experience)  
(Possibility of renewing the contract subject to performance and the association’s budget)

### Job Description:

For events and conferences:

- Assist the team on client and membership development.
- Reach out, communicate with and keep track of target participants for updates of events and the association’s objectives.
- Manage the potential new membership database.
- Provide logistical and administrative support for events.
- Ad hoc tasks as assigned by the event supervisor

### Job Requirement:

- University graduate or tertiary education
- 1-year work experience, preferably in the finance, business, event management or communication (Fresh graduates will be considered.)
- Good command of both written and spoken English (Mandarin and/or Cantonese a plus)
- Good command of MS Office
- Well organized with an eye for detail and a drive for quality
- Passionate, good team player, customer-oriented, energetic

If you are interested, please send your CV with current and expected salary to Michelle Cheung, Manager – Events and Conferences, at [mcheung@asifma.org](mailto:mcheung@asifma.org) by **Friday 29 May 2015**. Shortlisted candidates will be contacted for an interview.

## Profile of ASIFMA:

[ASIFMA](#) is an independent, regional trade association with over 70 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.*