

Date: 28 July 2022

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 165 member firms comprising a diverse range of leading financial institutions from both the buy and sell side, including banks, asset managers, professional 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](#).

Executive Assistant

ASIFMA is looking for an Executive Assistant to support the Chief Executive Officer (CEO) and the Asset Management Group (AAMG). The duties would be as follows:

Job description for CEO office:

- Provide full range of secretarial and administrative support to the CEO, such as organizing and arranging physical and online meetings with members, regulators, and global associations/organizations, preparing meeting materials, organizing and filing documents, making travel arrangements, and preparing expense and other kinds of reports.
- Support the CEO in Board and Executive Committee meetings.

Job description for AAMG:

- Provide full range of secretarial and administrative support to AAMG, such as organizing and arranging physical and online meetings, briefings and seminars, preparing RSVP/attendance lists, preparing meeting and presentation materials, formatting and helping with periodic updates, making travel arrangements, and preparing expense and other reports.
- Maintain and update member database, committee and working group membership and other related information.

Competencies:

- Degree/ Diploma holder in relevant field
- 3 years or more of relevant work experience
- Fluency in written and spoken English (a MUST) and Chinese (Mandarin, Cantonese)
- Technology savvy
- Excellent with the use of Word, Excel and PowerPoint as well as Chinese Word processing and formatting skills
- Excellent communication skills

Personal attributes:

- Organized and detail-oriented
- Responsible, flexible & self-motivated
- Quick learner with good common sense
- Team player

We offer 5-day work and attractive package to the right candidate. Interested parties should 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.

The Global Alliance: ASIFMA, AFME, SIFMA and GFMA

ASIFMA - The Asia Securities Industry and Financial Markets Association is an independent, regional trade association with over 160 member firms comprising a diverse range of leading institutions from banks and asset managers to law firms and market infrastructure service providers. Its mission is to harness the shared interests of the financial industry to broaden and deepen capital markets in Asia. ASIFMA seeks to drive consensus, advocate solutions and effect change around key issues through the collective strength and clarity of one industry voice. Its 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 practice and standards to benefit the region. (www.asifma.org)

AFME - The Association for Financial Markets in Europe is an organization formed from the London Investment Banking Association (LIBA) and the European operations of the Securities and Financial Markets Association (SIFMA). AFME also includes the activities formerly carried out by the European affiliates of SIFMA. AFME represents a broad array of global and European participants in the wholesale financial markets. Its 197 members comprise key global and regional banks, brokers, law firms, and a number of other financial institutions. (www.afme.eu)

SIFMA - The Securities Industry and Financial Markets Association brings together the shared interests of hundreds of securities firms, banks and asset managers. SIFMA's mission is to support a strong financial industry, investor opportunity, capital formation, job creation and economic growth, while building trust and confidence in the financial markets. SIFMA operates out of offices in New York and Washington, D.C. (www.sifma.org)

GFMA - The Global Financial Markets Association (GFMA) brings together three of the world's leading financial trade associations to address the increasingly important global regulatory agenda and to promote coordinated advocacy efforts. The Association for Financial Markets in Europe (AFME) in London and Brussels, the Asia Securities Industry & Financial Markets Association (ASIFMA) in Hong Kong and the Securities Industry and Financial Markets Association (SIFMA) in New York and Washington are, respectively, the European, Asian and North American members of GFMA. For more information, visit <http://www.gfma.org>.