

Date: 23 July 2026

Job title: Executive Assistant to CEO and Asset Management Group

Employer: Asia Securities Industry & Financial Markets Association (ASIFMA)

Location: Hong Kong

Deadline: 14 August 2026

Asia Securities Industry & Financial Markets Association (ASIFMA)

ASIFMA is an independent, regional trade association with approximately 150 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 www.asifma.org

Executive Assistant – CEO and Asset Management Group

Job description:

- Provide full range of secretarial and administrative support to both the CEO and Asset Management Group (AAMG), such as diary management, organizing and arranging physical and online meetings, briefings and seminars, preparing RSVP/attendance lists, preparing and disseminating meeting materials, filing and uploading documents on ASIFMA's shared drive, and preparing expense reports.
- Make travel arrangements, organize overseas meetings and prepare trip agendas
- Maintain and update members' database and committees' and working groups' membership
- Update AAMG information on ASIFMA website
- Assist with other matters on an as needed basis

Competencies:

- Degree / Diploma holder, preferably in a business field
- 5-8 years or more relevant working experience
- Fluency in written and spoken English and Chinese (Mandarin, Cantonese)

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- Proficient in the use of Outlook, MS Word, Excel and PowerPoint as well as Chinese word processing
- Excellent communication skills

Personal attributes:

- Team player
- Organized, meticulous and detailed-oriented
- Responsible, flexible & self-motivated
- Able to think and work independently
- Ability to multi-task and work efficiently to deliver quick results
- Proactive, takes initiative and solutions oriented

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.