

Date: 23 July 2026

Job title: Executive Assistant to Equities & Post Trade and Marketing & Communications Divisions

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 – Equities & Post Trade and Marketing & Communications

Job description:

- Provide full range of secretarial and administrative support to both the Equities and Post Trade Division and the Marketing and Communications division including organizing and arranging physical and online meetings, briefings and seminars, preparing RSVP/attendance lists, preparing meeting materials, making travel arrangements and preparing expense reports.
- Maintain and update member database, committee and working group membership
- Business card/contact management
- Upload documents onto ASIFMA website
- Format documents and reports (using primarily PowerPoint, Word and/or Excel)
- Answer telephone, take messages and greet external guests in a professional manner
- Assist with preparing member updates
- Manage event registration page on website
- Attend to event registration inquiries
- Assist with general office administrative matters

Competencies:

- Degree/ Diploma holder in any business field
- Recent graduates are welcome or those with 1-3 years of relevant working experience
- Excellent verbal and written English is a must; Putonghua would be a definite plus.

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- Excellent with the use of MS Word, Excel and PowerPoint as well as Chinese Word processing and formatting skills
- Excellent communication skills
- Excellent verbal and written communication skills suitable for business and advocacy purposes.

Personal attributes:

- Team player
- Organized and highly detailed-oriented
- Self-starter with strong organizational skills, work ethic and integrity.
- Ability to work independently and exercise good judgement.
- Ability to multi-task and prioritize
- Proactive, shows initiative and solutions oriented
- Strong problem solving and project management skills, including the ability to prioritize and manage multiple concurrent tasks.

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.