

The Institute of Financial Planners of Hong Kong (IFPHK) is a non-profit making professional organization founded in June 2000 to foster professional standards in personal financial planning. We are the sole licensing body in Hong Kong authorized by Financial Planning Standards Board Ltd to grant the much coveted and internationally-recognized CFP certification and AFP certification to qualified financial planning professionals in Hong Kong and Macau.

We are now inviting enthusiastic and high-calibre executive to join our professional teams:

Operations Assistant (Ref.: 190401W)

The appointee will be required to:

Process examination applications and membership applications

Provide administrative support for the conduct of examination and graduation ceremony

Handle enquiries

Assist in examination and membership administration matters as assigned by the Head of Department

Applicant should:

have a Bachelor degree in any disciplined, preferably with 1 or 2 years of administrative experience

be proficient in computer applications including Word, Excel and Chinese word processing

To apply, please send your cover letter and full resume stating current & expected salary to hr@ifphk.org by 17 May 2019.

Please visit our website www.ifphk.org for further information on IFPHK.