



## **Part-time Board Secretary**

### **Job Description:**

- Provide all-round secretarial and administrative supports to the Board and Committee including but not limited to organising regular Board/Committee meetings, preparing agenda, taking minutes, drafting resolutions etc. and to ensure timely follow-up actions have taken.
- Manage the issues of appointment and change/resignation of board members.
- Assist in establishing communication with the Board of Directors and Committees. Act as a liaison between the Board and Committees to ensure smooth communication and information flow across the organisation.
- Ensure full compliance with regulatory requirements and manage filings with relevant authorities.
- Advise the Board and Senior Management on corporate governance practices and potential regulatory risks.
- Liaise and coordinate with internal departments and external parties.
- Assist in ensuring compliance with corporate regulations and requirements.
- Handle ad-hoc tasks and other assigned duties

### **Job Requirements:**

- A recognized degree or equivalent and solid experience in supporting Senior Executive and Board Committee.
- Excellent command of both spoken and written English, proficiency in Chinese will be an added advantage.
- Good communication and interpersonal skills.
- Excellent organizational skills and detail-minded.
- Ability to work under pressure and meet deadlines.
- Able to work 3 days per week
- Postgraduate student or native English speaker are welcome

Interested parties please send your resume and covering letter (please state your current and expected salary and available date) to [hr@hkac.org.hk](mailto:hr@hkac.org.hk). Only short-listed candidates will be contacted.

We are an equal opportunities employer committed to workforce diversity and fair employment practices. All data collected will be used for recruitment purpose only.