***Association of Hong Kong Capital Market Practitioners Limited***

**ROLE DESCRIPTION**

**TITLE** General Manager

**JOB SUMMARY**

***Exciting opportunity to join scale-up state Hong Kong professional industry association representing the interests of Hong Kong capital markets professionals. The position represents a key function in the association and will touch virtually all areas of the association.***

Job nature and duties include:

Liaison between the association, the board of directors, the members and industry stakeholders.

Support and work with the Chairman and board of directors in organisation and management of association events, communications, liaison with regulators, governmental departments and legislators.

Daily administrative duties include keeping association records and liaising with Association secretary and accountant, keeping minutes of board meetings and supervising association temporary staff as needed.

Reporting to the Board of Directors

**ATTRIBUTES**

* Strong interpersonal skills, ability to take initiative, creative and well organized, with ability to respond efficiently to members, non-members, board of directors, and stakeholder’ requests.
* Self-driven, problem solver with initiative
* Ability to work independently, and also to coordinate and cooperate in a team environment when required

**KNOWLEDGE/EDUCATION**

University graduate ; 2-3 years’ minimum work experience and experience in business administration preferred; knowledge of Chinese not required but preferred.

**APPLICATIONS**

Please write to aip@altus.com.hk in confidence with full CV and statement of current or most recent salary and expectations as to salary.

*The Association of Hong Kong Capital Markets Practitioners Limited is a member organization established in 2023 as a company limited by guarantee in Hong Kong to promote Hong Kong as an international capital markets centre.*

*Personal data collected will be used for recruitment purposes only.*