

HONG KONG ACADEMY OF MEDICINE

The Hong Kong Academy of Medicine (“HKAM”) was established by the HKAM Ordinance (Cap. 419) in 1993. HKAM is an independent institution with statutory power to organize, monitor, assess and accredit all medical and dental specialist training in Hong Kong. It also provides and accredits continuing medical education and continuous professional development for the purpose of specialist registration. HKAM now recruits the following staff.

Senior Events Executive

Major Responsibilities:

- To assist in handling events-related operational work, including checking set-up conditions of facilities and venues, secretarial support, conferences and banquet administration, etc.
- To help look after the bookings of the Academy venues and facilities, answer enquiries, prepare quotations, draft contracts, issue Event Order, draw floor plans, provide onsite support and issue bills, etc.
- To assist in monitoring the performance of the catering services provider and assist in F&B-related matters including checking Profit and Loss, menu design, food quality and the operations of the Canteen and Lounge etc.
- To assist the team leader in executing effective marketing strategies and producing marketing materials to promote and increase the usage of the event venues and facilities.
- To support and help organize Academy’s major events, provide support in corporate activities and provide Event Management Services to other organizers.
- To handle administrative duties including bookkeeping, budgeting and cost controls and committee work.
- To perform any other duties as the Academy may determine to be relevant to the post.

Requirements:

- Higher diploma or University degree in Hospitality, Event Management, Business Administration, Marketing or a related field.
- At least 3 years of experience in event and conference management. Knowledge and experience in clubs / hotels and F&B management an advantage.
- Proficient in written & oral English and Chinese.
- Knowledge in Microsoft Office programs e.g. Word, Excel, PowerPoint and Publisher a must. Knowledge in Adobe Photoshop, Adobe Illustrator, SmartDraw, Canva and Zoom or event management tools an advantage.
- Appointee will be occasionally required to work outside normal office hours, including evenings, Saturdays, Sundays and Public Holidays.
- Candidate with less experience may be considered as Events Executive.

To apply for the post, please send a detailed resume, current / expected salary, and contact email / telephone number to the following address or by email to hr@hkam.org.hk. Review of applications will commence after **30 June 2025**.

Chief Executive Officer
Hong Kong Academy of Medicine
99 Wong Chuk Hang Road
Aberdeen, Hong Kong

(Please mark “SEE” on the envelope or email subject)

Information provided by applicants will only be used for recruitment related purposes and will be handled in confidence by authorized personnel. All personal data of unsuccessful candidates will be destroyed after six months from the date of application.