



## Manager – People Development and Member Services

Airports Council International (ACI) is the trade association that represents airports, with more than 590 members operating 1860 airports in 177 countries and territories worldwide is seeking the right candidate to join us in our Regional Office located in the Hong Kong International Airport. The ideal candidate would have the following qualifications, experience and abilities.

### **The incumbent will be responsible for:-**

- Manage and provide secretarial support in the running of the regional HR committee;
- Liaise with the headquarters, other regional offices, international organizations or training academies, such as International Civil Aviation Organization and the airport HR professionals bodies, on aviation HR or training matters;
- Co-ordinate people management matters for members;
- Prepare HR Bulletins and writing reports;
- Develop strategies in recruiting and maintaining members;
- Foster relationship with members and devise mechanisms to gauge members' requirements;
- Ensure an accurate and updated membership database;
- Handle any ad hoc assignments as required.

### **Requirements**

- University Degree in a relevant discipline, MBA or Master Degree in a relevant discipline would be an added advantage;
- At least 5 years' working experience in multi-cultural environment and preferably in the field of Human Resources Management;
- Excellent interpersonal, communication, analytical and problem solving skills;
- A quick learner with strong self-motivation and able to work under pressure;
- Independent, well-organised and result-oriented;
- Good command of written and spoken English and Chinese. Knowledge of other Asian languages is an asset;
- Proficient in PC applications, e.g. Microsoft Word, Excel, PowerPoint, Chinese Word Processing, etc;
- Willing to travel overseas occasionally;
- Experience in the air transport industry preferable but not essential.

Interested candidates please send your CV with date of availability, present and expected salary by email to [recruit@aci-asiapac.aero](mailto:recruit@aci-asiapac.aero).

Only shortlisted applicants will be contacted. All Information received will be kept in strict confidence and only for employment-related purpose.

### **Airports Council International, Asia-Pacific Regional Office**

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