



Office Administrator

Airports Council International (ACI) is the trade association that represents airports, with more than 640 members operating 1953 airports in 176 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:-

- Perform reception duties, including telephone handling, guest greeting and arranging mail orders and courier services;
- Perform administrative support to Regional Office;
- Handle procurement of goods and services;
- Manage and maintain filing systems, membership records, library and databases;
- Handle general accounting matters;
- Perform any other ad hoc assignments.

Requirements

- HKDSC / HKCEE or above;
- Minimum 2 years solid experience in office administration or related field;
- Good command of both oral and written English and Chinese;
- Proficiency in MS Office applications and Chinese Word Processing;
- Experience in accounting and procurement is preferable;
- Resourceful and able to work independently;
- A keen sense of discretion, integrity and honesty;
- Good social/interpersonal skills.

Interested candidates please send your CV with date of availability, present and expected salary by email to 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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