

MANDATORY PROVIDENT FUND SCHEMES AUTHORITY (MPFA)



The MPFA was set up in September 1998 under the Mandatory Provident Fund Schemes Ordinance (Cap. 485). Our mission is to regulate and supervise privately managed provident fund schemes; to educate the working population about saving for retirement and the role of the MPF System as one of the pillars supporting retirement living; and to lead improvements to provident fund schemes to make them more efficient and user-friendly, and better meet the needs of the working population.

Staff are our most valuable asset. We are looking for talents who are willing to adopt our core values in performing their work: Commitment, Quality, Teamwork and Community Perspective; and share our concern for the retirement protection of Hong Kong's workforce. Those who are interested in pursuing our mission and developing their careers in the MPFA are invited to join us.

Administrative Assistant

(Ref. 40/2019)

The Job

- To provide general administrative and clerical duties including filing, record management, data input, word processing, logistics coordination for workshops/meetings, etc.;
- To assist in compiling statistics; and
- To prepare documents/presentation materials/reports.

The Person

- Grade E/Level 2 or above in at least 5 subjects in HKCEE, including Chinese and English (Syllabus B), OR any combination of results in at least 5 HKDSEE subjects (including Level 2 or above in Chinese and English): Level 2 or above in New Senior Secondary subjects, "Attained" or above in Applied Learning Subjects, and Grade E or above in Other Language subjects, OR equivalent;
- Good command of English and Chinese languages;
- Proficient in PC applications including MS Word, Excel, PowerPoint and Chinese word processing;
- Good interpersonal, communication and organization skills; and
- Flexible, proactive and a good team player.

Remuneration Package

A competitive remuneration and benefits package including a discretionary performance-linked variable pay, annual leave, medical, dental and life insurance coverage, and MPF will be offered. All new appointments will be made on a two-year fixed-term contract initially prior to consideration for appointment on a non-fixed-term basis.

To Apply

Interested candidates are invited to apply by sending full career details (**attaching photocopies of all certificates and/or transcripts of academic and professional qualifications**), quoting the job reference number, with information of current / expected remuneration, availability, to the email address hrdmpfa@mpfa.org.hk or the address below:

**Human Resources Department, MPFA
Level 8, Tower 1, Kowloon Commerce Centre
51 Kwai Cheong Road, Kwai Chung, Hong Kong**

The closing date for application is **7 May 2019** or **postmarked on 7 May 2019**. Applicants not invited for interview by the end of July 2019 may assume that their applications are unsuccessful and their applications will not be retained for more than two years. For enquiries, please email at hrdmpfa@mpfa.org.hk.

The information provided will be kept confidential and only be used for those purposes relating to your application. Please visit our website for the details of the MPFA's Personal Information Collection Statement for Job Applicants at http://www.mpfa.org.hk/eng/mpfa/join_us/job_opportunities/index.jsp. The MPFA is an equal opportunities employer and welcomes applications from all qualified candidates.