

## 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.

---

### **Assistant Manager (Administration)**

*(Monthly Salary : MPS 9 – 17; \$25,115 - \$38,715)*

#### **Major Responsibilities:**

- To assist in writing, editing, and proofreading corporate communications materials such as newsletter, annual report, press releases, speeches/scripts, articles, interviews and special messages;
- To assist in taking notes for internal meetings and handling administration work;
- To provide support in organizing corporate events and publicity programmes;
- To help look after the corporate website and related websites;
- To handle other duties as assigned by the Academy.

#### **Requirements:**

- Higher diploma / recognized university degree in Business Administration or equivalent qualification;
- Minimum 5 years’ full-time working experience in administration, communication or committee work;
- High proficiency in written English and Chinese;
- Proficient in MS Office including Word, PowerPoint, Excel and social media platform;
- Mature, outgoing and a good team player, with excellent interpersonal skills;
- Able to work under pressure and tight schedules, with multi-tasking skills;
- May be required to work outside office hours to support events and activities.

---

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](mailto:hr@hkam.org.hk). Review of applications will commence after **28 July 2025**:

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

*(Please mark “AM-A” 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.*