

FULL-TIME HKBIA SECRETARIAT JOB DESCRIPTION

Job Title:	HKBIA Secretariat
Responsible to:	(1) Chair (2) Vice Chair /Honorary Treasurer/Honorary Secretary
Hours per week:	40 hours per week (5 day work week)
Job Duties/ Responsibilities:	<p>Responsible for all executive duties, including the following:</p> <ol style="list-style-type: none">1. Scheduling of Meetings (physical, virtual or hybrid), preparation of meeting agendas and contributions coordinated with the members, delivering and chasing up agreed actions, ensuring participation and engagement, and preparation of meeting records (physical or electronic).2. Document preparation and management.3. Project management support and issuing of relevant output such as references and resources required.4. Support approved consultants including member and other relevant contact interaction.5. Manage depository for materials and resources produced by members.6. Maintain up-to-date membership records.7. Meeting preparation and processing.8. Event planning (eg. Boat Show). As directed by the Chair:<ol style="list-style-type: none">a. Liaise with Venue Host of Boat Showb. Liaise with Event Organiser of Boat Showc. Liaise with Exhibitors and Sponsors of the Boat Showd. Chase for deposits from Exhibitors and Sponsorse. Contact potential Exhibitors and Sponsors9. Translate text from English to Cantonese10. Issue quarterly Newsletters



11. Update HKBIA Website (Wild Apricot) and social media platforms.
12. Maintain HKBIA Jobs Database.
13. Assist Treasurer in organizing financial documents (eg. invoices, receipts).
14. Any other duties that may be allocated by the Chair or Vice Chair of the HKBIA.
15. Shall undertake secretariat functions for events initiated by the HKBIA and act as the main interface

Education/
Work Experience
Requirements:

- Secondary School Education
- Computer Proficiency (MS Office – Word, Excel and Outlook)
- Willing to learn Quickbooks
- Willing to learn how to operate Wild apricot website interface

Language:

- Fluent in verbal and written English/Chinese (Cantonese)