

HONG KONG ACADEMY OF MEDICINE
Institute for Medical Advancement and Clinical Excellence

The Institute for Medical Advancement and Clinical Excellence (IMACE) is a professional platform in Hong Kong, dedicated to developing evidence-based clinical protocols and exploring service quality and efficiency standards across both public and private healthcare sectors. Its mission is to enhance healthcare standards in Hong Kong. The Hong Kong Academy of Medicine (HKAM) is responsible for establishing a Secretariat to support the operations of IMACE. The following staff is now being recruited to join the IMACE Secretariat.

Executive Assistant

Major Responsibilities:

- To handle the administrative and secretarial duties of the office.
- To assist in the co-ordination of meetings, events and other corporate affairs.
- To support / perform committee work and general secretariat duties as required.
- To handle and maintain records, reports and other correspondence, including electronic filing.
- To support the development of communication materials.
- To provide document editing and publication support, including content review, formatting, proofreading, style consistency and document management.
- To liaise with external parties.
- To perform any other duties as assigned.

Requirements:

- University degree.
- At least 5 years' relevant administrative or secretarial work experience, preferably in statutory / public bodies.
- Independent, attentive to details, well-organised and able to meet tight deadlines.
- Strong interpersonal and communication skills.
- Excellent writing, editing and proofreading skills in both English and Chinese.
- Proficient in MS Office, Chinese word processing and general office applications.
- Immediately available is preferred.

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 IMACE-recruit@hkam.org.hk. Review of applications will commence after **30 September 2026**:

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

(Please mark "IMACE-EA" 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.