



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.

At MPFA, we take pride in our people and aim to provide a unique environment where talents could reach their potential and fulfil their career aspirations. We focus on enhancing retirement protection of Hong Kong people and living our core values – Community Perspective, Commitment, Quality and Teamwork. If you share these concerns and are keen to practise and promote creativity, collaboration, communication and agility, looking to gain broad perspective from businesses, eager to sharpen your leadership and professionalism, and put stakeholders at heart, this is the place for you.

Administrative Assistant (various departments)

(Ref. 17/2026)

The Job

- To provide general administrative and clerical duties such as filing, data input, logistics coordination for workshops/meetings, etc.;
- To perform customer service duties at reception including greeting visitors, handling general enquiries and distributing forms;
- To manage meeting schedule for the department/team;
- To assist in compiling statistics;
- To assist in preparing documents/presentation materials/reports; and
- To provide support for ad-hoc projects as assigned.

The Person

- Grade E or above in at least 5 subjects (including Chinese and English (Syllabus B)) in HKCEE, or Level 2 or above in at least 5 HKDSE subjects (including Chinese and English), or equivalent;
- A minimum of 1 year's working experience is preferred;
- Good command of both English and Chinese;
- Proficient in PC applications including MS Word, Excel, PowerPoint and Chinese Word Processing;
- Experience in receptionist duties would be an advantage;
- Proficient in photo-editing and video-editing software(s) would be an advantage;
- Good interpersonal, communication and organization skills; and
- Agile, 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 via our [online application](#). Review of the applications will start as soon as possible and continued until the posts are filled. Applicants not contacted for follow up within 3 months after the closing date for application may assume that their applications unsuccessful. Applications not selected for further processing may be considered for relevant openings in the future but their applications will not be retained for more than a period of two years after the closing date. 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 at <https://www.mpfa.org.hk/en/mpfa/joining-mpfa/job-vacancies/personal-information-collection-statement>. The MPFA is an equal opportunities employer and welcomes applications from all qualified candidates.