

# QUINLAN & ASSOCIATES

## PART-TIME BUSINESS DEVELOPMENT ADMINISTRATION OFFICER

We are currently looking for a permanent part-time business development administration officer (working at least 3 days per week) to assist with the company's operational and development efforts.

### RESPONSIBILITIES

Your main responsibilities will include:

- Identify opportunities to support all aspects of the business development process
- Maintain business development and sales support, including tracking of meetings and timeliness of follow-up
- Maintain company website and social media pages
- Manage company database and CRM system
- Provide administrative support to the company, (e.g. meeting scheduling, travel scheduling, expense filing, etc.)
- Conduct ad-hoc errands (e.g. document collection / delivery, stationary restocking, bill payments, etc.)
- Conduct ad-hoc assignments as directed by members of the company

### WHAT WE LOOK FOR

The minimum requirements for this role are:

- DSE / A-Level or equivalent
- Strong communication skills (both oral and written) in English
- Tech-savvy (proficiency in Microsoft Office and familiarity with social media)
- Chinese capabilities preferred, but not required
- Work experience preferred, but not required
- Positive attitude, with a good sense of humour
- Creativity

### WHAT WE OFFER

Some of the benefits we offer include:

- Excellent company culture, with a collaborative and supportive work environment
- Flexible working hours

### EMPLOYMENT NATURE

Contract Type: Permanent, part-time  
Salary: HKD 500-600 per day (depending on experience)

## WHO WE ARE

Quinlan & Associates is an independent strategy consulting firm specialising in the financial services industry.

We are the first firm to offer end-to-end strategy consulting services. From strategy formulation to execution, to ongoing reporting and communications, we translate cutting-edge strategic advice into commercially executable solutions.

With our team of top-tier financial service and strategy consulting professionals and our global network of alliance partners, Quinlan & Associates gives its clients the most up-to-date industry insights from around the world, putting them an essential step ahead of their competitors.

Quinlan & Associates. Strategy with a Difference.

## HOW TO APPLY

Please send your application to:

Human Resources Department, at [careers@quinlanandassociates.com](mailto:careers@quinlanandassociates.com)

Please make sure to include with your application:

- CV

## FIND OUT MORE

To find out more about Quinlan & Associates and the work we do, please visit:

[www.quinlanandassociates.com](http://www.quinlanandassociates.com)