

The Estate Agents Authority is a statutory organization set up under the Estate Agents Ordinance to regulate estate agents and salespersons, and to enhance the standard of service of the trade. Applications are invited for the following position:

Clerical Assistant (Finance & Administration)

(Ref No.: EAA-2024/08)

Key Responsibilities

- provide support on procurement services, logistical set-up for meetings, stocktaking of office equipment and supplies
- data entry, filing, mail handling
- handling telephone calls and enquiries, assist in receptionist role as necessary
- document dispatch, outdoor work and overtime work as necessary
- other general clerical duties

Requirements

- Level 2 or above in 5 subjects in the HKDSEE OR 5 passes in the HKCEE, including Chinese Language and English Language (Syllabus B), or equivalent
- Proficiency in software applications (MS Word, Excel, PowerPoint and Chinese wordprocessing)
- Meticulous, mature personality and be a team player
- Good interpersonal and communication skills
- Preference will be given to candidates with relevant work experience

Terms of Appointment

Competitive remuneration package commensurate with the selected candidate's qualifications and experience will be offered. The appointee will initially be offered a 3-year contract, subject to renewal upon satisfactory performance and the service needs of the Authority.

Application Procedure

Applications with full resume indicating your current and expected salaries and your public examination results should be sent to: Human Resources Section, Estate Agents Authority, 7/F, E-Trade Plaza, 24 Lee Chung Street, Chaiwan, Hong Kong or via email at hr@eaa.org.hk not later than **20 December 2024**. Candidates who have already responded to our previous advertisement of the same post within the past 6 months need not re-apply. Please mark "Private and Confidential" on the envelope and quote the post applied for and its reference number on the envelope.

Candidates who are not invited to attend an interview within 6 weeks from the closing date may assume their applications unsuccessful. Applications may be considered for other suitable positions within the Authority. All applications will be treated in strict confidence. Personal data provided in the applications will only be used for recruitment-related purposes. All information on non-shortlisted applicants will be destroyed after 6 months.