

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:

**Administrative Assistant (Licensing)**  
**(Ref No.: EAA-2024/18)**

**Key Responsibilities**

The incumbent will be posted to the Licensing Section to handle the following:

- handle problematic licence applications
- assist in monitoring the progress of various licence applications
- handle general hotline and face-to-face enquires
- assist in the logistical arrangement for committee meetings and compile statistical reports
- supervise and coach junior / new team members

**Requirements**

- A recognized university degree (candidates with at least 3 years' solid and relevant experience in customer service may be exempted from this requirement)
- Good command of both written and spoken English and Chinese; fluency in Putonghua is an advantage
- Proficiency in software applications (MS Word, Excel, Powerpoint, Access and Chinese wordprocessing)
- Good interpersonal and communication skills
- Strong multitasking and organizational skills
- Be able to work independently and under pressure

**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 by email to [hr@eaa.org.hk](mailto:hr@eaa.org.hk) not later than **15 November 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.*

**WE ARE AN EQUAL  
OPPORTUNITIES EMPLOYER**

