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ESTATE AGENTS AUTHORITY

The Estate Agents Authority (EAA) is a statutory organisation set up under the Estate Agents Ordinance (Cap.511 of the Laws of Hong Kong) to regulate estate agents and salespersons, and to enhance the standard of service of the trade. Applications are invited for the following position:

Officer (Licensing)

(Ref No.: EAA-2026/08)

Key Responsibilities

- Handle licence applications from applicants who have 'fit and proper' issues (e.g. criminal convictions, bankruptcy, etc.) and/or failed to submit necessary documents
- Approve normal licence applications
- Monitor the daily operation of reception counter
- Deal with difficult enquirers
- Supervise and coach frontline team members

Requirements

- A recognized university degree
- At least 2 years' relevant work experience (candidates with at least 4 years solid and relevant experience may be exempted from the requirement of educational qualification)
- Good analytical skills and be a team player
- Mature personality and effective interpersonal skills
- Good command of both written and spoken English and Chinese (Preferably attained Level 4 or above in English Language (Syllabus B) and Chinese Language in HKDSE or Grade "C" or above in HKCEE or equivalent)

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 not later than **20 November 2026**. 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