

The Estate Agents Authority (EAA) 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 *(Professional Development)*

Key Responsibilities

- Assist in administering the Continuing Professional Development (CPD) Scheme of the estate agency trade, including arranging logistics of CPD activities, hosting CPD seminars, booking venues, preparing presentation and promotional materials, etc.
- Update the CPD section of the EAA website and the EAA's web-based learning platform
- Handle enquiries on the CPD Scheme and related matters
- Supervise supporting staff

Requirements

- A recognized university degree
- At least 2 years' relevant working experience
- Proficiency in software applications (MS Word, Excel, Powerpoint, and Chinese wordprocessing)
- Good interpersonal and communication skills
- Strong organizational skills and meticulous
- Be able to work independently and self-motivated
- Good command of both written and spoken English and Chinese; fluency in Putonghua preferred (*Preferably attained Grade "C" or above in English Language (Syllabus B) and Chinese Language in HKCEE, or Level 4 or above in HKDSE, 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, Room 4801, 48/F Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or via email at hr@eaa.org.hk not later than **1 November 2019**. Please mark "Private and Confidential" 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.

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OPPORTUNITIES EMPLOYER**



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