

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:

### **Clerk (Human Resources)**

(Ref No.: EAA-2026/02)

#### **Key Responsibilities**

- Provide general clerical and administrative support in human resources functions, including but not limited to recruitment, payroll administration, compensation & benefits, attendance administration and staff relations
- Maintaining staff records and updating HR systems
- Providing general administrative support, such as filing, photocopying, and document management
- Handling employee inquiries and providing support on HR-related matters
- Ad-hoc tasks and other HR related projects and initiatives as assigned

#### **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
- At least 2 years' clerical working experience
- 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 [recruitment@eaa.org.hk](mailto:recruitment@eaa.org.hk) not later than **6 March 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**

