

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 (Temporary)

Key Responsibilities

The incumbent will be posted to the Licensing / Finance & Administration Section to handle the following:

- Document sorting
- Data entry
- File management
- Other general clerical duties

Requirements

- 5 passes in the HKCEE including Chinese Language and English Language (Syllabus B), or equivalent
- 5 subjects in HKDSE attaining the level specified below:
 - ◆ Level 2 in English Language and Chinese Language, and Level 2 in New Senior Secondary subjects / “Attained” in Applied Learning subjects (subject to a maximum of 2 subjects under this category) / Grade E in Other Language subjects
- At least 2 years’ relevant working experience
- Proficiency in software applications (MS Word, Excel, PowerPoint and Chinese wordprocessing)
- Meticulous
- Mature personality and a team player

Terms of Appointment

Competitive remuneration package commensurate with the selected candidate’s qualifications and experience will be offered. Appointment will be for a period of 2-3 months.

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. Recruitment will continue until the position(s) is/are filled. Please mark “Private and Confidential” on the envelope.

Candidates who are not invited to attend an interview within 6 weeks from the application 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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