



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:

PART-TIME OFFICER
(Operations Division)

Key Responsibilities

- Assist in compliance inspection and complaint investigation
- Provide administrative support for the supervisor

Requirements

- Preferably a recognized university degree. Candidates with proven solid experience in law enforcement may be exempted from this academic requirement
- Not less than 6 years' working experience with law enforcement / complaint management background preferred
- Mature personality, good communication and interpersonal skills
- Necessity to perform duties outdoors at irregular hours and on holidays when required
- Good command of Chinese and English

Terms of Appointment

Competitive hourly rate will be offered. The appointee will be offered a part-time contract, subject to renewal upon satisfactory performance and the service needs of the Authority.

Application Procedure

*Applications with full resume indicating expected hourly rate should be submitted to: Manager (Human Resources & Administration), Estate Agents Authority, 48/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong not later than **25 May 2011**. Please mark "Private and Confidential" on the envelope.*

Candidates who are not requested to attend an interview within 6 weeks from the closing date may regard their applications unsuccessful. 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 within 6 months.

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