



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:

OFFICER (Operations)

Key Responsibilities

- Perform frontline duties in enquiry and complaints handling
- Conduct investigation into cases of alleged misconduct including interviews, statement-taking and preparation of reports
- Carry out compliance inspection and law enforcement activities

Requirements

- A recognized university degree. Candidates with proven solid experience as legal executive / in law enforcement may be exempted from this academic requirement
- Minimum 2 years' working experience as legal executive (preferably in litigation / conveyancing) / in complaint handling / law enforcement
- Good analytical and presentation skills, and be a team player
- Necessity to perform duties outdoors at irregular hours and on holidays when required
- Good command of Chinese and English
- Proven knowledge in real estate market operations and willingness to drive a private car in the course of duty will be added advantages

Terms of Appointment and Remuneration

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. A contract-end gratuity, including the employer's contribution to the Mandatory Provident Fund Scheme, equals to 15% of the total basic salary, will be offered. Medical and dental benefits are available.

Application Procedure

*Applications with full resume indicating your current and expected salaries 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 **18 April 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. 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 within 6 months.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER