

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:

ADMINISTRATIVE ASSISTANT ***(IT Support and System Administration)***

Key Responsibilities

- Provide frontline technical support for system and equipment set-up, and trouble-shooting for endusers
- Conduct systems administration
- Assist in updating website content
- Provide support for maintaining IT security

Requirements

- A recognized university degree in information technology / computer science or relevant discipline
- At least 2 years' relevant experience in technical support and system management such as monitoring, backup strategy, and redundancy arrangements
- Solid experience in Wintel / Active Directory administration
- Conversant with HTML / CSS / CMS
- Working knowledge in Virtualization Technology and databases such as MS SQL Server preferred
- Good customer service skills

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 **21 February 2020**. 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.

**WE ARE AN EQUAL
OPPORTUNITIES EMPLOYER**

