

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 (Data Analysis)
(Ref No.: EAA-2024/02)

Key Responsibilities

The incumbent will be posted to the IT & Data Analysis Section to handle the following:

- compile monthly statistical reports for various sections
- provide support for data entry, management, extraction and analyses
- assist in conducting research on subjects as advised by endusers
- support the Data Analysis Team in daily operational and administrative matters

Requirements

- A recognized university degree, preferably in Statistics / Mathematics or relevant discipline (candidates with at least 3 years' solid and relevant experience may be exempted from this requirement)
- Numerically sensitive, meticulous and be a team player
- Proficiency in application of Excel, Access, SQL, Python and VBA
- Good command of Chinese and English

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 by email to hr@eaa.org.hk not later than **5 April 2024**. 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**

