

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:

**Assistant Manager (Corporate Communications)**  
(Ref No.: EAA-2023/18)

**Key Responsibilities**

- Organise regular consumer education programmes and outreaching activities for the Authority's local and non-local stakeholders
- Oversee the production and operation of the Authority's online and offline publicity platforms/materials including website, video, publications and other collaterals
- Implement creative marketing strategy for the Authority's publicity programmes, mainly through online platforms
- Closely monitor the performance of external vendors and supervise subordinates in the team to ensure the quality of work
- Handle and reply to enquiries from the public and/or licensees in a timely and prudent manner

**Requirements**

- A recognised university degree, preferably in corporate communications / public relations / marketing related subjects
- Minimum 5 years of relevant working experience, with 3 years at supervisory level; preferably in corporate communications / public relations / event management / marketing field
- Experience in event management, consumer education and/or marketing for public organisations preferred
- Excellent command of English and Chinese, and proficiency in Putonghua (*Preferably attained Grade "C" or above in English Language (Syllabus B) and Chinese Language in HKCEE, or Level 4 or above in HKDSEE, or equivalent*)
- Creative and self-motivated
- A team player with multi-tasking skills and able to work under pressure

**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](mailto:hr@eaa.org.hk) not later than **6 October 2023**. 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. Applicants 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**

