

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 positions:

**Clerk (Legal Services and Examination)**  
(Ref No.: EAA-2026/05)

**Key Responsibilities**

- Data entry and assist in preparation of examination papers
- Handle enquiries on qualifying examinations
- Assist supervisors in drafting letters, editing/updating forms, notices and documents, filing, scanning and retrieving documents
- Provide clerical and administrative support to supervisors relating to inquiry hearings and committee meetings
- Perform such other duties as may from time to time be assigned by supervisors

**Requirements**

- Level 2 or above in 5 subjects in the HKDSEE OR 5 passes in the HKCEE, including Chinese Language and English Language (Syllabus B), or equivalent
- At least 2 years' clerical working experience
- Proficiency in software applications (e.g. MS Word, Excel, PowerPoint and Chinese word processing)
- Meticulous, prudent and self-motivated
- Mature personality and 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, 7/F, E-Trade Plaza, 24 Lee Chung Street, Chaiwan, Hong Kong or via email at [hr@eaa.org.hk](mailto:hr@eaa.org.hk) not later than **10 April 2026**. 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**

