

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:

Clerk (Administration)

(Ref No.: EAA-2023/17)

Key Responsibilities

The incumbent will be posted to the Finance & Administration Section to handle the following:

- handle face-to-face and telephone enquiries at the reception counter
- co-ordinate procurement for office supplies
- assist in logistical set-up for meetings, mail sorting and document dispatch service
- provide support for other clerical duties

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 experience in a sizeable organization
- Proficiency in software applications (MS Word, Excel, PowerPoint and Chinese wordprocessing)
- Experience in serving external customers
- Outgoing personality and strong common sense
- Good customer service skills
- Fluent Cantonese, English and Putonghua
- Be 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 at hr@eaa.org.hk not later than **29 September 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 application 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**

