

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:

Officer (Licensing)

(Ref No.: EAA-2024/11)

Key Responsibilities

- Handle licensing applications involving 'fit and proper' issues within the performance pledge requirement
- Prepare materials for appeal cases
- Approve standard licence applications
- Monitor reception counter
- Deal with difficult enquirers
- Supervise and coach [frontline](#) team members

Requirements

- A recognized university degree
- At least 2 years' relevant [work](#) experience
- Good analytical skills and be a team player
- Good command of both written and spoken English and Chinese (Preferably attained Level 4 or above in English Language (Syllabus B) and Chinese Language in HKDSE or Grade "C" or above in HKCEE or equivalent)
- Mature personality and effective interpersonal skills

Terms of Appointment

Competitive remuneration package commensurate with the selected candidate's qualifications and experience will be offered. The appointee will be offered a 3-year fixed-term non-renewable contract.

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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 **23 May 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**

