

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:

## **Part-time Officer (Enforcement)**

(Ref No.: EAA-2022/25)

### **Key Responsibilities**

- Conduct compliance inspections in relation to estate agency work and handle telephone enquiries;
- Carry out law enforcement activities and give witness statements in legal/disciplinary proceedings, and testify in court and/or disciplinary proceedings if required

### **Requirements**

- Preferably post-secondary level. Candidates with solid and relevant experience may be exempted from this requirement
- Minimum 2 years' working experience
- Mature personality with effective communication skills
- Proficiency in Chinese report writing and statement-taking
- Perform outdoor duties on an irregular schedule and holidays
- Experience in driving an advantage

### **Term of Appointment**

Competitive hourly rate will be offered.

### **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 **2 December 2022**. 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**

