

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:

Senior Clerk (Licensing)
(Ref No.: EAA-2024/14)

Key Responsibilities

The incumbent will be posted to the Licensing Section to handle the following:

- Handle problematic licence applications
- Conduct spot checks on documents submitted by licence applicants
- Draft correspondences (letters and emails) to licence applicants and relevant parties
- Perform general clerical duties to the Section

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 3 years' clerical experience
- Relevant experience as a receptionist or providing frontline customer services in a sizeable organization
- Outgoing personality and strong common sense
- Good interpersonal and communication skills
- Mature and be able to work independently under pressure
- Fluent Cantonese, English and Putonghua
- Proficiency in software applications (MS Word, Excel, and Chinese wordprocessing)

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 not later than **24 July 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**

