



Hong Kong Economic and Trade Office (Toronto) **Vacancy for Office Manager**

Applications are invited for the post of Office Manager in the Hong Kong Economic and Trade Office in Toronto (HKETO). HKETO is the official representative of the Government of the Hong Kong Special Administrative Region in Canada.

The suitable candidate should be a university degree holder with good knowledge of accounting and computer skills and suitable experience in office administration, including human resource and financial management, IT and other office management work. The applicant must be fluent in written and spoken English and Chinese (Cantonese), have good interpersonal and communication skills, and possess good knowledge about Hong Kong and Canada. The candidate should be a capable problem-solver who is able to work independently and effectively in a team environment. Other language skills (e.g. Putonghua) and knowledge about Hong Kong civil service rules and regulations would be an advantage.

The successful applicant will be appointed on a one year contract initially. The salary of the post will start from C\$4,538 per month. Experienced candidate may be offered with a higher starting salary. Contract gratuity will be granted upon satisfactory completion of the contract.

Main duties of the post include but are not limited to the following –

- As the Treasurer of the office, responsible for all accounting and financial management matters including budgeting, cash flow management, inventory recording and custody, and monthly compilation of financial statements;
- Human resource management, including recruitment and payroll administration;
- As the Systems Administrator of the office, responsible for the administration of all IT and other office systems, including the office telecommunications and internet networks;
- General administration and management of the office property including maintenance and improvement works;
- Supervising accounting and administrative staff;
- Liaison with the education sectors with a view to promoting youth and student exchanges between Hong Kong and Canada; and
- Coordination of logistical support for ad hoc projects.

Applications should be submitted by e-mail, with a cover letter and resume, to info@hketotoronto.gov.hk on or before **November 10th, 2017**. Candidates selected for test and interview will be contacted within eight weeks from the closing date. For enquiries, please contact the Office Manager at 416-924-5544.