

Hong Kong Economic and Trade Office (Toronto)
Vacancy for Administrative Assistant

Applications are invited for the post of Administrative Assistant of 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 applicant should be a high school graduate with 3+ years' experience as an Administrative Assistant; or a post-secondary diploma / degree holder plus 1+ year of administrative experience. The applicant must be fluent in written and spoken English and Chinese (Cantonese), have good interpersonal and communication skills, and possess good general knowledge about Hong Kong and Canada. A pleasant telephone manner and proficiency in computer skills (database management and MS Office applications) are essential. Other language skill (e.g. Putonghua) would be an advantage.

The salary of the post will start from \$3,053 per month. The successful applicant will be appointed on a one year contract initially. Contract gratuity will be granted upon satisfactory completion of the contract.

The holder of the post will report directly to the Office Manager. Main duties include manning the reception counter, handling public enquiries, handling mail and delivery services, filing, providing logistical support to senior officers for functions and events, and carrying out administrative duties as assigned by the Office Manager.

Applications should be submitted by e-mail, with a cover letter and resume, to info@hketotoronto.gov.hk **on or before December 7, 2018**. 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.