



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

Applications are invited for the post of Administrative Assistant to serve in the Vancouver Liaison Office (Suite 500, Park Place, 666 Burrard Street, Vancouver, B.C.) of the Hong Kong Economic and Trade Office (Toronto) (“HKETO (Toronto)”). HKETO (Toronto) 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 in office administration or related subjects plus 1+ year of administrative experience. The applicant must be fluent in written and spoken English and Chinese (Cantonese), good with figures and possess good knowledge about Hong Kong and Canada. A pleasant telephone manner and general office experience, including proficiency in computer skills (database management and MS Office applications) are essential. Other language skill, e.g. Putonghua, would be an advantage.

The successful applicant will be offered a fixed monthly salary within the range of C\$3,637 to C\$3,779, depending on case merits. The successful applicant will be appointed on contract terms. Contract gratuity may be granted upon satisfactory completion of contract.

The holder of the post will report directly to the Principal Consultant (Western Canada), Vancouver Liaison Office of HKETO (Toronto). Main duties include providing accounting support to the office; providing logistical support for functions and activities; screening and clipping media reports on Hong Kong; providing administrative support such as filing, mailing, procurement, and managing information databases; assisting in handling public enquiries; and conducting research on topical issues.

Applications should be submitted by e-mail, with a cover letter and a resume, to info@hketotoronto.gov.hk on or before **17 January 2019**. Late applications will not be accepted. Candidates selected for interview will be contacted within 8 weeks from the closing date. For enquiries, please contact the Office Manager of HKETO (Toronto) at 416-924-5544 or info@hketotoronto.gov.hk.