

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 at least 3 years of experience as an Administrative Assistant; or a post-secondary diploma / degree holder with at least 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, proficiency in computer skills (MS Office and Image Editing Applications), and social media skills are essential. Other language skill (e.g. Putonghua) would be an advantage. The applicant must also be eligible to take up employment in Canada without arrangement of work visa by HKETO.

The salary of the post will start from \$3,873 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 provide administrative support and report to the Deputy Director of HKETO. Main duties include managing appointments and travel plans, providing administrative support such as documents handling and filing, providing administrative and logistical support for events/activities and visits by officials, conducting research on topical issues, creating social media posts, and carrying out other office duties as required.

Applications should be submitted by e-mail, with a cover letter and resume, to info@hketotoronto.gov.hk **on or before September 26, 2021**. 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.