

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 shall be a high school graduate with at least 3 years of experience relevant to the post of Administrative Assistant; or a post-secondary diploma / degree holder with at least 1 year of similar 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 database management and MS Office applications are essential. Knowledge of other languages (e.g. Putonghua) would be an advantage. The applicant must be eligible to take up employment in Canada without arrangement of work visa by HKETO.

The salary of the post will range from around \$39,000 to \$49,000 a year. 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 providing administrative and HR support, manning the reception counter, handling public enquiries, office management, record management, 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 April 13, 2023**. 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.