

Hong Kong Economic and Trade Office (Toronto)

Vacancy for Chauffeur / Office Assistant

The Hong Kong Economic and Trade Office in Toronto (HKETO), the official representative of the Government of the Hong Kong Special Administrative Region (HKSARG) in Canada, is inviting applications for the position of Chauffeur / Office Assistant.

Entry Requirements

- High school graduate
- Valid Ontario Full G driver's license with a minimum of five years of safe driving record in Canada (Shortlisted applicants will be required to provide a recent driver's abstract from the Ontario Ministry of Transportation or equivalent documentation from other provinces)
- Ability to work flexible hours, including evenings, weekends, and holidays
- Fluent in spoken English and Cantonese
- Legally eligible to take up employment in Canada
- Experience in working as a chauffeur is an advantage

Key Responsibilities

Reporting to the Office Manager of HKETO, the Chauffeur / Office Assistant will be responsible for:

- a) Serving as the chauffeur for the Director of HKETO and providing transportation services to other senior officers of HKETO and visiting officials
- b) Handling administrative matters related to the office vehicle, including but not limited to registration renewal, maintenance, fueling, cleaning, parking, billing and records of vehicle use
- c) Ensuring regular servicing and repair of the office vehicle
- d) Assisting in general office tasks, including but not limited to document scanning, photocopying, collection and delivery of documents and other articles; as well as setup of backdrops, banners, and promotional materials for events, etc.
- e) Assisting in the monitoring of the office building's minor works and surveillance system
- f) Performing reception duties as needed
- g) Performing other duties as assigned by the Office Manager or senior officers

The starting monthly salary of the post ranges from \$3,306 to 4,430, commensurate with qualifications and experience, with overtime pay provided where applicable. The successful candidate will be appointed on a one-year contract initially, subject to a three-month probation period. Contract gratuity will be granted upon satisfactory completion of the contract.

Applications should be submitted by e-mail, with a cover letter and resume, to info@hketotoronto.gov.hk on or before October 17, 2025. Candidates selected for interview will be contacted within eight weeks from the closing date. For enquiries, please contact the Office Manager at 416-924-5544.