

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body. Its main role is to conduct the Hong Kong Diploma of Secondary Education Examination (HKDSE). It also administers other assessment projects and examinations leading to academic, professional or practical qualifications on behalf of international examining bodies and local professional bodies. Applications are now invited for the following post:

### **Centre Coordinator / Centre Assistant (Contract up to July 2020)**

**Duties:** The appointees will be responsible for assisting in the operation of the Authority's Assessment Centres and providing daily administrative support in office/building maintenance, safety, security and cleaning services. Major duties include attending to the reception counter, handling enquires & complaints, processing documents and supervising a small team of staff. The appointees will be assigned to work in the Tsuen Wan, Lai King, Wan Chai, San Po Kong or Tuen Mun Centre. Working on shift hours, weekends & public holidays is required.

#### **Requirements:**

- (a) Completion of Secondary education or above;
- (b) At least 1 year's relevant working experience in handling office administration duties / customer services is preferred;
- (c) Good command of English and Cantonese;
- (d) Good interpersonal and coordination skills and be customer-oriented;
- (e) Experience in computer helpdesk support will be an advantage; and
- (f) Candidate with higher academic qualification but with less working experience will also be considered.

Candidates with less working experience will be considered for the post of Centre Assistant.

*The position does not accept applicants, or applicants with immediate family member(s), who sit for 2020 HKDSE, LPAT or TSA*

**Employment Terms:** The remuneration package will be commensurate with qualifications and experience. Appointment will be on a temporary contract with MPF benefits.

*Application forms can be obtained from the HKEAA office on 13/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong or downloaded from the HKEAA website ([www.hkeaa.edu.hk/tc/Career/temp.html](http://www.hkeaa.edu.hk/tc/Career/temp.html)). Completed application forms should be returned to the Manager – Human Resources at the above address or sent to [recruit@hkeaa.edu.hk](mailto:recruit@hkeaa.edu.hk).*

*The HKEAA is an equal opportunities employer and welcomes applications from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. For details, please refer to the Policy Statement on Equal Opportunities and the Personal Information Collection Statement on the HKEAA website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk)).*