The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent, self-funding and not-for-profit statutory body. Its main role is to conduct the HKAL and HKDSE examinations. 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** *(Ref: HR/05/099)*

**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, car park management, safety, security and cleaning services. Major duties include attending to the reception counter, handling enquires & complaints, follow-up minor repair and maintenance work, processing documents and supervising a small team of staff. The appointees will be assigned to work in the Tsuen Wan, Lai King, Fortress Hill, San Po Kong, Tuen Mun, Sheung Shui or Shatin Centre. Working on shift hours, weekends & public holidays is required.

**Requirements:**
(a) Completion of Secondary Education or above, with Chinese Language, English Language and Mathematics, at Level 2 or Grade E or above in the HKCEE or Level 2 or above in the HKDSE;
(b) At least 3 years’ relevant working experience in handling all-round facility management/ property management/ office administration duties/ customer services or related discipline;
(c) Hands-on experience in managing outsourced contracts and service providers;
(d) Proficient in computer applications including Word, Excel and Chinese character input method;
(e) Good command of spoken and written English and Chinese including Putonghua; and
(f) Good telephone manner, interpersonal and coordination skills.

**Employment Terms:** The remuneration package will be commensurate with qualifications and experience. Appointment will initially be on a fixed-term contract with MPF benefits, medical and dental care. Future employment may be offered on renewable contracts subject to performance and staffing needs.

**Date for Application Review:** 23 May 2013

Applications would be considered until the post is filled.

Application form can be obtained from the HKEAA office on 13/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong or downloaded from the HKEAA’s website (www.hkeaa.edu.hk). Completed application forms should be returned to the Manager – Human Resources at the above address. Applicants not notified within 10 weeks from the application review date should consider their applications unsuccessful.

HKEAA is an equal opportunity employer and welcomes application 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 HKEAA’s website (www.hkeaa.edu.hk).