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 examinations and it is preparing for the introduction of the HKDSE in 2012. It also administers over 200 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:

**Administrative Assistant (4-month Contract)**

**Duties:** The appointee will be responsible for providing office administrative support for the IT Division to undertake administrative and clerical duties.

**Requirements:**
(a) Grade E / Level 2 or above in 5 subjects including English (Syllabus B), Chinese and Mathematics in HKCEE with computer-related qualification is an advantage;
(b) At least 1 year’s working experience in handling all-round office administration or related discipline;
(c) Proficient in Microsoft applications including Word, Excel, Access and Chinese word processing;
(d) Good command of spoken and written English and Chinese;
(e) A team player with positive working attitude and good interpersonal skills; and
(f) Mature, self-motivated, responsible, passion and pleasant personality.

_Candidates who sit for 2012 HKDSE or HKALE are not eligible.

**Employment Terms:** The remuneration package will be commensurate with qualifications and experience. Future employment may be offered on renewable contracts subject to needs and performance.

_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’s website (www.hkeaa.edu.hk). Completed application forms should be returned to the Manager - Human Resources & Administration at the above address.

_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 website (www.hkeaa.edu.hk).