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 HKDS examinations. 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 - Public Affairs & Communications**

**6 months contract**

**Duties:** To provide administrative support for the communications and promotion of the Hong Kong Diploma of Secondary Education. To handle enquiries, provide logistics support for events, update web pages and assist in the production of communications materials.

**Requirements:**

(a) A Bachelor’s Degree, preferably in Languages, Journalism, Mass Communication, or relevant discipline;
(b) With experience in marketing and public relations;
(c) Proficient in computer applications including Word, Excel, PowerPoint, Photoshop and Chinese character input method; experience in on-line communications and web publishing would be an advantage;
(d) Effective communication skills in both written & oral English and Chinese;
(e) Good team player, meticulous and with good customer care skills.

**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).