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:

**Assistant Officer – Facilities**

*(Ref: HR/10/014)*

**Duties:** The appointee is required to perform counter services at Assessment Centres; major duties include venue booking, handling inquiries and providing logistic support and other customer services to centre users, to assist in facilities management and general administration at the Centres and other premises of the Authority and to monitor the work of service contractors for security & cleaning service, etc. He/she is also required to supervise a small team of support staff for the provision of facilities services including repair and maintenance. Shift duty is required.

**Requirements:**
(a) A Bachelor’s Degree in any discipline;
(b) At least 3 years’ on-site work experience in building management or office administration;
(c) Experience in repair and maintenance of building facilities is an advantage;
(d) Knowledge in computer applications including Word, Excel and Chinese word processing;
(e) Good communication skills in written and oral English and Chinese; knowledge in Putonghua is an advantage;
(f) Hardworking, responsible and customer-oriented; and
(g) Mature and be able to work under pressure.

Candidates with less working experience may be considered for the post of Centre Coordinator.

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

**Closing Date for Application: 4 November 2011**

*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 & Administration at the above address. Applicants not notified within 10 weeks from the closing 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 website (www.hkeaa.edu.hk).