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 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:

**SUPPORT SERVICES ASSISTANT**  
*(Contract Period: ASAP - 31 August 2013)*

**Duties:** Assist in processing of purchase requisitions from quotation invitation, issue of purchase orders to checking of invoices, providing clerical and administrative support for the Support Services team.

**Requirements:**
(a) Post-secondary education with at least 1 year of relevant experience; Working experience in purchasing function is highly preferred;
(b) Proficient in application of Word, Excel and Chinese word processing; knowledge in procurement system is preferred;
(c) Good oral and written communication skills in both English and Chinese (oral Cantonese); Knowledge in Putonghua will be an advantage;
(d) Good organizational skills and be able to attend to details with high accuracy.

**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).