

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body which administers public examinations in Hong Kong. Our scope of responsibility extends to administering over 200 international and professional examinations. We are looking for talented people to join hands with the HKEAA family in contributing to the provision of valid, reliable and equitable examinations and a range of assessment services to meet the educational and societal needs of the community. Applications are now invited for the following post:

### **Assistant Officer – Facility Management and Administration (Ref: HR/03/021)**

**Duties:** The appointee will assist in the operation of the Authority's Assessment Centres/Offices by providing daily support in office administration, building maintenance, car park management, safety, security and cleaning services as well as on-screen marking operation. Major duties include attending to the reception counter, handling enquires & complaints, follow-up minor repair and maintenance works, processing documents and supervising a small team of temporary staff during the examination marking period. S/he is required to work closely with vendor and internal users to ensure operation of operation of office system including access and surveillance system. The appointees may be assigned to work in our premises in Tsuen Wan, Lai King, San Po Kong and Tuen Mun. Working on shift hours, weekends & public holidays is required.

#### **Requirements:**

- (a) A Bachelor's Degree in Housing Management, Facility Management or Public Administration; or equivalent;
- (b) At least 3 years' working experience in facilities management and managing outsourced contracts and service providers. Hands-on experience in supporting procurement and contract management preferable;
- (c) Knowledge in building services including air-conditioning system, fire services, lift and electrical installation and familiar with office systems maintenance such as security and surveillance systems;
- (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) Customer-oriented with pleasant personality, excellent interpersonal skills and able to work under pressure with tight deadline.

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

#### **Date for Application Review: 31 March 2023**

Applications would be considered until the post is filled.

*A detailed resume including your qualifications and experience, current/expected salary and earliest availability should be sent to the Head of Human Resources and Administration, by quoting the position applied and reference number via email at [hrad-recruit@hkeaa.edu.hk](mailto:hrad-recruit@hkeaa.edu.hk). Due to the secrecy nature of HKEAA's job duties, applicants invited for interview may be required to make a declaration of any conflict of interests. Applicants not notified within 10 weeks from the application review date should consider their applications unsuccessful.*

*The HKEAA is an equal opportunities employer and welcomes applications 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 the HKEAA website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk)).*