

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:

Centre Coordinator / Centre Assistant (Contract up to August 2024)

Duties: The appointees will be responsible for assisting in the operation of the Authority's Assessment Centres and providing daily administrative support in office/building maintenance, safety, security and cleaning services. Major duties include attending to the reception counter, handling enquires & complaints, processing documents and supervising a small team of staff. The appointees will be assigned to work in the Tsuen Wan, Lai King, Wan Chai, San Po Kong or Tuen Mun Centre. Working on shift hours, weekends & public holidays is required.

Requirements:

- (a) Completion of Secondary education or above;
- (b) At least 1 year's relevant working experience in handling office administration duties / customer services / facility management / property management is preferred;
- (c) Good command of English and Cantonese;
- (d) Good interpersonal and coordination skills and be customer-oriented;
- (e) Knowledge in MS office applications including Word, Excel and Chinese Word Processing;
- (f) Experience in I.T. helpdesk support will be an advantage; and
- (g) Candidate with higher academic qualification but with less working experience will also be considered.

The position does not accept applicants, or applicants with immediate family member(s), who sit for 2024 HKDSE, LPA or TSA

Employment Terms: The remuneration package will be commensurate with qualifications and experience. Appointment will be on a temporary contract with MPF benefits.

Applications would be considered until the post is filled.

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 website (<http://www.hkeaa.edu.hk/tc/Career/temp.html>). Completed application forms should be returned to the Manager – Human Resources at the above address or sent to 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 8 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).

香港考試及評核局(考評局)是一間獨立及非牟利法定機構，負責統籌香港的公開考試，並接辦逾 200 項國際及專業考試。我們誠邀優秀人才加入考評局大家庭，攜手建立專業、具創意和靈活的團隊，為切合市民教育及社會的需要，提供有效度、信度和公平的考試和一系列的評核服務。考評局現正接受以下職位申請：

中心聯絡員 / 中心助理 (月薪) (多名)
(合約期至 2024 年 8 月)

職責範圍：

受聘者職責是維持考評局評核中心的日常運作及提供其他行政支援服務，例如提供接待服務、解答查詢及投訴、處理文件等。工作地點為荃灣、荔景、灣仔、新蒲崗、或屯門區。此職位須於星期六、日及公眾假期輪班工作。

資歷：

1. 中學畢業或以上程度；
2. 具兩年設施管理、物業管理或辦公室工作經驗；
3. 良好溝通能力，能操英語、廣東話及普通話；
4. 懂基本電腦操作如文書處理(MS Word)、試算表(MS Excel)及中文輸入法；
5. 良好服務態度、人際關係及組織能力；
6. 工作經驗較少者可申請中心助理一職。

以上職位不接受 2024 年度香港中學文憑考試、教師語文能力評核，以及全港性系統評估之考生及其親屬申請。

聘用條款：薪酬將按資歷及經驗而定，以臨時合約形式聘用並享有強積金福利。

申請表格可於考評局各辦事處及評核中心索取，或於考評局網頁 (www.hkeaa.edu.hk) 下載，有意者請將填妥之申請表格郵寄、電郵或傳真至考評局人力資源及行政部 (郵寄地址：香港灣仔軒尼詩道 130 號修頓中心 13 樓；電郵：recruit@hkeaa.edu.hk；傳真號碼：3628 8390；查詢電話: 3628 8338)。

由於香港考試及評核局的工作涉及機密資料，獲邀面試的應徵者或需就任何利益衝突作出申報。如在職位申請後的八星期內仍未收到通知，應徵者應視其申請為不獲接納。

香港考試及評核局是平等機會僱主，歡迎所有合資格應徵者申請。所有就職位申請所提供的資料將會被保密並僅用作職位空缺之招聘用途。詳情請參閱香港考試及評核局網頁 (www.hkeaa.edu.hk)內的平等機會政策聲明和個人資料收集