

Administrative Assistant (Job ref: AA-2409-HKAAA)

The incumbent will be deployed to Finance, Information Technology and Administration department:

Responsibilities:

- Greet visitors in a professional manner and manage the reception counter with a good customer service skill;
- Provide department administrative and clerical support;
- Manage meeting room bookings and assist for Council/ Committee meetings;
- Handle incoming and outgoing correspondence (eg. courier service) and telephone calls;
- Perform data entry and filing;
- Order stock for office supplies;
- Other ad-hoc duties assigned by supervisors.

Requirements:

- Higher Diploma Holder or above with minimum 1-year working experience in office administration;
- Good communication skills in both English and Chinese;
- Proficient in MS Office and Chinese word processing;
- Pleasant, Punctual, work independently and good at multi-tasking;
- Immediate available is highly preferred.

Successful candidate will be offered a 6-month contract. Salary offered will be commensurate with qualifications and experience. Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by **email** (hrrecruit@hkadc.org.hk) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **30 April 2024**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised

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