

**Administrative Assistant 1 (Project Manager)
in the Hong Kong Economic and Trade Office in Washington, D.C. (WETO)
(An office of the Government of the Hong Kong Special Administrative Region)**

(Salary: Starting salary ranging from US\$42,720 to \$59,640 per annum* depending on relevant experience)

Entry Requirements

- (a) A minimum of two years of relevant administrative experience in general office duties, including event organization/management, and with at least one year of specialized experience in accounting and bookkeeping;
- (b) Experience with QuickBooks is an advantage;
- (c) Fluency in spoken/written English;
- (d) Fluency in spoken/written Chinese is an advantage;
- (e) Work experience in public or governmental organization is an advantage; and
- (f) Eligible to take up employment in the U.S.

*The pay range for this job level is a general guideline only and the selected candidate with relevant experience may be considered at a higher salary point.

Job Description**

Reporting to the Office Manager, the Administrative Assistant 1 (Project Manager) will be responsible to:

- (a) Maintain an up-to-date record of room inventory, including furniture, supplies and equipment, by documenting new purchases, transfers and disposals;
- (b) Act as liaison between the Office Manager, the Property Management Company and contractors to address maintenance and repairs issues at the Official Residence;
- (c) Assist and provide support to the Accountant in managing the accounting duties such as claims and payroll processing;
- (d) Assist and provide support to the Office Manager or Deputy Directors in event organization and management related tasks; and
- (e) Perform administrative and ad hoc tasks as assigned by the Office Manager or Deputy Directors.

**This list is not exhaustive, and other job duties may be required based on operational needs.

Term of Appointment

Two and a half years' contract term, starting May 2026. Upon completion of the contract term, the selected Administrative Assistant 1 (Project Manager) may be eligible for a new contract, subject to an assessment of overall satisfactory performance over the first contract term.

Benefits

Upon completion of an introductory period of 90 days, the selected Administrative Assistant 1 (Project Manager) will enjoy the following benefits:

- (a) Medical and dental insurance coverage (insurance premium to be shared by employer and employee on a 85:15 basis)
- (b) Holiday pay;
- (c) Vacation leave;
- (d) Paid sick leave; and
- (e) 10% end-of-contract gratuity, to be paid upon satisfactory completion of the employment contract.

Conditions

The official employment offer is contingent upon a successful background check. As a foreign mission, WETO must fulfill the accreditation requirements for the selected candidate and his/her family with the US State Department. The selected candidate whom WETO will extend this employment offer to must agree to these conditions prior to the actual commencement of the contract. There are no exceptions or caveats to this policy.

To apply

Please review the above job advertisement thoroughly to ensure that you take note of and well meet all the requirements and descriptions afore-mentioned. Only those applicants who meet all requirements may be contacted to proceed to the selection process.

An application form can be downloaded here. Please submit the completed application form along with supporting documents, including reference letters, via email to the Office Manager at esther_cheung@hketowashington.gov.hk. Alternatively, hard copies may be mailed to the Office Manager at Hong Kong Economic and Trade Office, 1520 18th Street NW, Washington, DC, 20036.

Applications must reach the abovementioned email address, or WETO by postal mail or by courier, on or before April 30, 2026. Applications received thereafter will not be considered.

Candidates who are shortlisted to further undergo the selection process will receive an invitation in due course. All applicants, including those who are not residing in Washington, D.C. should make their own arrangements to attend any in-person assessment (including interview), if invited, at their own expenses. Only shortlisted candidates will be notified of the result of their applications. If a candidate is shortlisted for in-person assessment, original copies of certificates and transcripts of education, record(s) of previous employment and written reference letters, must be produced during the in-person assessment.

Enquiries

Any enquiries concerning this recruitment exercise should be sent by email to esther_cheung@hketowashington.gov.hk

General Notes

- (a) This is not a position within the Civil Service establishment of the Government of the Hong Kong Special Administrative Region (HKSAR). The candidate appointed is not on civil service terms of appointment and conditions of service. He/she will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (b) The terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (c) It is HKSAR Government policy to place people with a disability in appropriate jobs wherever possible. Applicants with disabilities are considered on equal terms with other applicants.