

**Administrative Assistant III**  
**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\$37,200 to \$51,864 per annum\* depending on relevant experience)**

***Entry Requirements***

- (a) Minimum two\* years' relevant working experience in general office duties;
- (b) Possession of a valid driver's license with at least six months driving experience;
- (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 more than two years of relevant experience may be considered at a higher salary point.

***Job Description***

Reporting to the Office Manager, the Administrative Assistant will be responsible to:

- (a) Assist in maintaining the central filing system and to coordinate the disposal of old files;
- (b) Procure and keep track of office inventory and stationaries;
- (c) Provide logistic support (back up driver);
- (d) Prepare and update all local staff's leave records/balance;
- (e) Assist in preparation for the official events/ functions;
- (f) Perform any admin or ad hoc duties as requested by supervisor.

***Term of Appointment***

Two and a half years' contract term, starting late April 2024. Upon completion of the contract term, the employee may be eligible for a new contract, based on an assessment of overall performance over the first contract term.

***Benefits***

Upon completion of an introductory period of 90 days, the employee 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, our office must fulfill the accreditation requirements for the candidate we hire and their family with the US State Department. The candidate we 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 job posting thoroughly to ensure you meet the described requirements and are aware of all associated job descriptions. Only those applicants who meet all requirements may be contacted to begin the employment processing.

An application form can be downloaded here. The completed application, along with copies of supporting documents such as reference letter and driving record by e-mail to the Office Manager at [hketo@hketowashington.gov.hk](mailto:hketo@hketowashington.gov.hk). Alternatively, hard copies could also 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 e-mail address, or WETO by postal mail or by courier, on or before March 29, 2024.** 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 expense. 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 of previous employment and written reference letters, must be produced at the in-person assessment.

### ***Enquiries***

Any enquiries concerning the recruitment exercise should be sent by e-mail to [hketo@hketowashington.gov.hk](mailto:hketo@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.