

## **Hong Kong Economic & Trade Office, New York**

### **Chauffeur and Logistic Assistant Sought**

Experienced chauffeur and logistic assistant sought to perform logistics and administrative functions in the organisation. Responsibilities include but are not limited to: (a) transporting executives and VIP guests and designing motorcade arrangements for events/visits; (b) up-keeping of corporate vehicle and related licensing and insurance requirement; (c) administrative duties (e.g. procurement of office supplies, handling of mails and telecommunication matters, building management tasks etc.); and (d) logistic support for promotional events. Candidates with at least 2 years' professional experience operating a corporate vehicle or limousine. High school qualification, basic computer literacy, written and spoken English required. Occasional out-of-town and overtime driving duties required. Candidates must have valid license for operating an automobile in New York and valid permit for working in the US. Starting salary from \$44,628 to \$74,388 p.a., commensurate with qualification and experience. 10% end of contract gratuity to be paid upon satisfactory completion of the employment contract. Send application letter and English resume by mail to Hong Kong Economic & Trade Office (Attn: Executive Office Manager) at 115 East 54<sup>th</sup> St., New York, NY 10022, or by e-mail to [jobs@hketony.gov.hk](mailto:jobs@hketony.gov.hk), on or before 15 May 2026, 5:00 PM, New York Daylight Saving Time.