

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

### **Executive Assistant / Research & Project Officer Sought**

Highly resourceful, intelligent, and well-organized individual with very strong interpersonal and communication skills sought to conduct research work and provide administrative support to senior executive. Responsibilities include conducting research on matters related to the US and Hong Kong, drafting correspondences and reports, planning and executing delegation visit programmes, liaising with corporate and official contacts, managing schedules of senior executive and administration records etc.. A minimum of 2 years' experience directly supporting a high level executive and dealing with senior management; and conducting research works. Minimum high school qualifications. Associate or college degree preferred. Must show strong initiative, be attentive to details, experienced in team project, research and using the Internet and competent in word processing, spreadsheets and database management. Good written and spoken English is required. Preferably conversant in Cantonese and/or Mandarin. Knowledge of Hong Kong, US East Coast States, international business and Chinese writing/typing a plus. Occasional travel and overtime required. Starting salary up to \$76K+ p.a., commensurate with qualification and experience. 10% gratuity upon satisfactory completion of contract.

Candidates must have valid permit for working in the US. Send application letter and resume by mail to Hong Kong Economic & Trade Office (Attn: Executive Office Manager) at 115 E 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 25 May 2022.