

**Administrative Assistant I
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\$41,376 to \$57,768 per annum* depending on relevant experience)

Entry Requirements

- (a) Minimum two* years' relevant administrative experience in general office duties, 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 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 the primary liaison between the Office Manager, the Property Management Company and contractors to address maintenance and repairs issues at the Official Residence;
- (c) Assist the accountant in managing the office imprest system, allocating budgets, processing claims and payrolls;
- (d) Perform administrative and ad hoc tasks as needed, with particular focus on accounting and bookkeeping, as requested.

Term of Appointment

Two and a half years' contract term, starting February 2025. 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. Please submit the completed application form along with supporting documents, including reference letters, via email to the Office Manager at hketo@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 e-mail address, or WETO by postal mail or by courier, on or before February 13, 2025. 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

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.