



The Employees Retraining Board (ERB) is a statutory body which provides training programmes and services of high quality to people aged 15 or above with educational attainment at sub-degree level or below. Our vision is to help build up a flexible, high quality and resilient labour force for the knowledge-based economy of Hong Kong. To achieve this goal, we invite high calibre talents to join us.

Administrative Assistant (Ref: AA-11/24)
(with 24-month Fixed Term Contract)

Major Responsibilities:

- To perform general clerical and administrative duties including filing, data entry, answering enquiries and logistics support for meetings and events;
- to perform daily reception duties; and
- any other duties assigned by supervisors.

Entry Requirements:

- 5 subjects at Level 2 or equivalent (Note) or above in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent or above; or
- 5 subjects at Grade E / Level 2 or above in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent or above;
- with at least of 1 year's relevant working experience;
- responsible and sociable; and
- good PC skills including MS Word, Excel and Chinese inputting.
- Applicants may be considered for other related positions should suitable vacancies arise.

Note:

“Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.

Remuneration and Terms:

ERB is an equal opportunity employer. The successful candidates will be appointed with 24-month fixed contract terms. We offer competitive packages commensurate with qualifications and experience. In addition to 5-day week, we provide gratuity, various leave, retirement protection, medical, dental and life insurance coverage.

Application Method:

1. Application should be made by completing the ERB Job Application Form available from the ERB website (<https://www.erb.org>). It should be forwarded together with an application letter and detailed resume either by email to hr@erb.org or by post to **HRA Section, Employees Retraining Board, 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong.**
2. The position applied for, with reference number, should be stated on the envelope or at the subject title of the email. Applications without a completed ERB Job Application Form may not be considered.
3. The deadline for application is **27 November 2024**.
4. Shortlisted applicants may be required to sit for a written test.
5. Personal data collected are for recruitment purpose only. Personal data of unsuccessful candidates will be destroyed soon after selection, and definitely within 6 months.