



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.

Executive (Ref: E-11/19)

Major Responsibilities:

- To perform general executive duties.

Entry Requirements:

- A recognised university degree with a minimum of 3 years' post-degree working experience;
- strong intellectual, analytical, organisational and interpersonal skills; and
- good command of written and spoken English and Chinese, and good PC skills.

Remuneration and Terms:

ERB is an equal opportunity employer. We offer competitive packages commensurate with qualifications and experience. In addition to 5-day week, we provide various leave, medical, dental and life insurance coverage and retirement protection.

Application Method:

1. Application should be made by completing the ERB Job Application Form available from the ERB website (<http://www.erb.org>). It should be forwarded together with an application letter and detailed resume either by email to hr@erb.org or by hand / by post to **HRA Section, Employees Retraining Board, 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong** (office hours from 9 am to 7 pm, Mondays to Fridays).
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 **12 December 2019**.
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.