



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 (Administration) (Ref: E(HRA)-01/24)

Major Responsibilities:

- To perform general executive duties to the Executive Office in various areas, including facilities management, general office administration and other ad hoc duties.

Entry Requirements:

- A recognised university degree with preferably 2 years' post-degree working experience;
- With at least 2 years hands-on facilities management and administrative experience would be an advantage;
- strong intellectual, analytical, organisational and interpersonal skills; and
- good command of written and spoken English and Chinese, and good PC skills.
- Applicants may be considered for other related positions should suitable vacancies arise.

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, 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 **8 February 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.