

The Insurance Authority (IA) is the independent statutory body whose principal function is to regulate and supervise the Hong Kong insurance industry to promote its stable development and to protect existing and potential policy holders.

We are looking for talents who share the same vision to join us!

IA now invites applications for the following position:

Part Time Executive Assistant (Team Support) – Corporate Services Division

Key Responsibilities

- Provide a full spectrum of administrative support for the General Administration Section and the organization including document management, receipt and dispatch service, mailing service and inventory records maintenance
- Perform daily reception duties and respond to visitors' requests professionally
- Handle procurement of office supplies and equipment
- Set up logistics for activities and meetings (e.g. video and audio conference)
- Manage the use of meeting rooms, office operating systems, document and record management systems
- Handle facilities management and liaise with building management office on regular building maintenance and janitorial services
- Support office renovation/modification works, office system development/enhancement projects and event management.
- Assist in the established sustainability practices for the green office and prepare tracking reports.

Requirements

- (a) A recognized Diploma or
- (b) 5 passes in the HKCEE including Chinese Language, English Language (Syllabus B) and Mathematics, or
- (c) 5 subjects in HKDSE attaining the level specified below:
Level 2 in English Language, Chinese Language and Mathematics, and Level 2 in New Senior Secondary subjects / "Attained" in Applied Learning subjects / Grade E in Other Language subjects; or equivalent
- At least 4 years' relevant working experience
- Proficiency in software applications (MS Word, Excel, PowerPoint, Chinese word processing and AutoCAD is preferred)
- Strong attention to details, mature personality and customer-oriented
- Multi-tasking, independent and able to work for five half days per week under pressure
- Good written and spoken English and Chinese language skills
- May be required to perform duties beyond office hours with leave compensation.

Remuneration Package

A competitive remuneration package commensurate with the successful candidate's experience and qualifications on a 12-month or 18-month contract will be offered.

Application

Review of the applications will start as soon as possible and continue until the post is filled. Interested applicants may send a letter of application **quoting the reference number** in the heading, together with a full resume stating current and expected salaries as well as public examination results by clicking "[Apply](#)".

The Insurance Authority is an equal opportunities employer. Applicants not invited for an interview within 2 months from the closing date may assume their applications unsuccessful. Applications may be considered for other suitable positions within IA. All applications will be handled in strict confidence and the information collected will only be used for recruitment purposes. All information on non-shortlisted applicants will be destroyed after 6 months from the close of applications.

