

**The Government of the Hong Kong Special Administrative Region  
Hong Kong Economic and Trade Office (Tokyo)  
is inviting applications for  
Liaison and Clerical Assistant (LCA)**

**Duty list**

- To provide general office accounting and clerical support to supervisors, including but not limited to handling office account, administration and HR-related duties.
- To assist in major promotional activities such as receptions, seminars, cultural activities, Hong Kong senior officials visits to Japan, etc.

**Recruitment requirement**

- (a) University degree holder, with at least 2 years of working experience as a regular employee. Working experience in accounting, general administration, HRs or similar nature of work would be an advantage.
- (b) Good team worker with a cheerful and helpful personality
- (c) Language skills: Proficient in written and spoken Japanese (native level) and English.
- (d) Computer skills: Word, Excel, PowerPoint and other commonly used software. Knowledge of database management is a plus
- (e) Other skills: Qualification of the 3<sup>rd</sup> Grade of the Official Business Skill Test in Bookkeeping by the Japanese Chamber of Commerce and Industry would be advantage. (日商簿記検定 3 級)

**Remuneration packages**

- Starting salary around JPY 4.1 million per annum.
- The position is with 2.5 years' renewable contracts and 10 % end of contract gratuity.

Applications should be made in letter form (English) with English and Japanese CV and reach the Hong Kong Economic and Trade Office at 30-1 Sanban-cho, Chiyoda-ku, Tokyo 102-0075 or [recruitment@hketotyو.gov.hk](mailto:recruitment@hketotyو.gov.hk) no later than **25 August 2019**. Only applicants selected for interviews will be contacted.

Please visit [www.hketotyو.gov.hk](http://www.hketotyو.gov.hk) for more information about the office.