

**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 liaison and clerical support to supervisors, including but not limited to handling phone calls and invitations, procurement of services, updating of the database, and preparation for meetings and visits, etc.
- To coordinate accommodation and interpretation service for visiting officials from Hong Kong to Japan.
- 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 marketing, public/corporate relations 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. Knowledge of Cantonese and/or Mandarin will be an advantage
- (d) Computer skills: Word, Excel, PowerPoint and other commonly used software. Knowledge of database management is a plus
- (e) Ability to take up business trips and irregular working hours

## **Remuneration packages**

- Salary starts at JPY 4.1 mil per annum.
- The position is with 2.5 years' renewable contracts and 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) by **4 January 2019** (as indicated by the postmark or the sending date of e-mail). Only applicants selected for interviews will be contacted.

Please visit [www.hketotyو.gov.hk](http://www.hketotyو.gov.hk) for more information of the office.  
No phone inquiries please.