

The Hong Kong Economic and Trade Office in Geneva
(the official representation of the Hong Kong Special Administrative Region of
the People's Republic of China at the World Trade Organization)

is hiring an
Executive Assistant

Job Description

- To assist in office administration matters (e.g. management of the office building, procurement of stores, inventory management, accounting matters, etc.).
- To assist in the organisation of official functions (e.g. updating contact database, preparing invitation list, helping out at official receptions, etc).
- To serve as the first point of contact at the reception desk (e.g. assisting visitors, distributing documents, etc.) and assist in maintaining the Office's filing system.
- To provide secretarial support to officers (e.g. responding to telephone calls, scheduling appointments, preparing claims/applications, preparing meeting folders, etc).
- To perform any other duties as assigned by supervisors.

Qualities and experience required

- Completion of secondary education or above.
- Proficiency in written and spoken English and French.
- Minimum two years of secretarial or administrative work experience.
- Eligibility for employment in Switzerland.
- Work experience in public or international organisations in Switzerland is an advantage.

Remuneration

- CHF 63,747 or above per annum depending on relevant experience.
- Benefits including medical insurance, sick leave, vacation leave, etc.

Interested applicants should apply in writing (enclosing motivation letter, curriculum vitae, copy of residence/work permit) by email to hketo@hketogeneva.gov.hk by 4 October 2024.