

HONG KONG ECONOMIC AND TRADE OFFICE IN LONDON

Hong Kong Economic and Trade Office in London is the official representative of the Hong Kong Special Administrative Region Government in commercial relations and other economic and trade matters in United Kingdom (UK) as well as Denmark, Estonia, Finland, Latvia, Lithuania, Norway, the Russian federation and Sweden. Its mission is to foster closer economic and trade ties between Hong Kong and these nine countries. Applications are now invited for the following position based in London:

EXECUTIVE ASSISTANT

Basic Salary: £37,670 gross per annum

Entry Requirements

Suitable candidates should –

- (a) have obtained a Level 3 qualification as stipulated at <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels> or an equivalent qualification with at least three years of full-time work experience in an office accounting and/or administration role; **or** hold a Bachelor's degree with at least two years of full-time work experience in office accounting and/or administration;
- (b) have good computer knowledge and be proficient in Microsoft Office softwares, including Word and Excel;
- (c) possess strong logical thinking, customer service, communication and interpersonal skills;
- (d) be able to work independently and as part of a team, demonstrating positive work attitude; and
- (e) be responsible for ensuring right to work in the UK.

Duties

The Executive Assistant will be required to –

- (a) perform accounting duties in accordance with office regulations and procedures, including scrutinising invoices and claims, making payment, updating and preparing payment records, monitoring up-to-date funds position, etc.;
- (b) undertake building management duties, including co-ordinating office maintenance and overseeing building systems;
- (c) manage inventory and records, and maintain accurate documentation;
- (d) carry out general clerical duties; and
- (e) handle any duties as assigned by the office.

How to Apply

To apply for the position, please download the application form from <https://www.hketolondon.gov.hk/job.php> and submit the completed form along with your covering letter and CV to recruitment@hketolondon.gov.hk.

Alternatively, you may send your application in person or by post to the address below, marking the envelope with the attention of Executive Officer (Administration).

Mailing address: Hong Kong Economic and Trade Office, 18 Bedford Square, London, WC1B 3JA, United Kingdom

Application Deadline for receipt of applications: 11:59 p.m. (UK Time) on 30 October 2025 (Thursday)

Shortlisted candidates will be invited to attend an interview, following which they will be notified of the outcome of their application.

Equal opportunities

The Hong Kong Economic and Trade Office in London is an equal opportunity employer and does not discriminate based on race, age, sex, gender reassignment, sexual orientation, marriage and civil partnership, age, religion or belief, disability or any other characteristic protected by law.

Accessibility

We will make reasonable adjustments for those with disabilities at all stages of the recruitment and selection process.

If you have a disability and require reasonable adjustments at any stage of the recruitment process, or would like to discuss the application process or the role in the context of a disability, please contact us via e-mail: recruitment@hketolondon.gov.hk or telephone: 020 7290 8218. Reasonable adjustments for a disability will also be implemented as required by the successful candidate.

Data Protection

Personal data provided by job applicants will be used strictly in accordance with the Hong Kong Special Administrative Region Government's personal data policies of which are available at http://www.pcpd.org.hk/english/data_privacy_law/ordinance_at_a_Glance/ordinance.html