

1. Executive Officer (Wan Chai) (Ref : EOb / Branch 3)

Key Responsibilities

- Provide comprehensive executive and administrative support to the DCE3 and Senior Management team of the designated branch, including coordinating meetings and activities, gathering information, exploring available resources, preparing budgets, reports, presentations, and correspondence; taking minutes and ensuring timely follow-up;
- Support the planning, development and implementation of initiatives at both Agency and Service Branch levels;
- Collaborate with internal departments and external stakeholders on assigned functions and ad-hoc projects;
- Assist in service audits and reviews, and contribute to the development of policies, operational guidelines, and performance pledges to enhance resource management;
- Maintain and update record management systems and databases to ensure information is well-organized and easily accessible; and
- Undertake any other duties as assigned by senior staff to support the smooth operation of the branch.

Requirements

- Post-secondary education, preferably in business management, communications, public administration, or related disciplines;
- A strong team player with the ability to collaborate effectively and deliver results;
- Excellent presentation, organizational, interpersonal and problem-solving skills with a proactive and can-do attitude;
- Detail-oriented, able to manage multiple tasks efficiently under pressure;
- Proficient in both written and spoken English and Chinese; and
- Skilled in MS Office and other relevant administrative software applications.