



The Employees Retraining Board (ERB) is a statutory body which provides training courses and services to eligible employees of Hong Kong aged 15 or above. Our vision is to help build up a flexible, quality and resilient labour force for the knowledge-based economy of Hong Kong. To achieve this goal, we invite high calibre talent to join ERB.

## **Assistant Executive (Ref: AE-5/26)**

### Major Responsibilities:

- To provide administrative and logistic support to the Executive Office;
- to perform daily reception duties and handle public enquiries; and
- any other duties assigned by supervisors.

### Entry Requirements:

- Diploma holder or above with a minimum of 3 years' working experience;
- 5 subjects including Chinese Language, English Language and Mathematics at Level 2 or equivalent (Note) or above in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or
- 5 subjects including Chinese Language, English Language (Syllabus B) and Mathematics at Grade E / Level 2 or above in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent;
- strong sense of responsibility and good interpersonal and communication skills; and
- good command of English and Chinese, and good PC skills.
- Applicants may be considered for other related positions should suitable vacancies arise.
- Applicants with less experience will also be considered for junior positions.

### **Note:**

“Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.

### Remuneration and Terms:

ERB is an equal opportunity employer. We offer competitive packages commensurate with qualifications and experience. In addition to 5-day week, we provide various leave, retirement protection, medical, dental and life insurance coverage.

Application Method:

1. Application should be made by completing the ERB Job Application Form available from the ERB website (<https://www.erb.org>). It should be forwarded together with an application letter and detailed resume either by email to [hr@erb.org](mailto:hr@erb.org) or by post to **HRA Section, Employees Retraining Board, 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong.**
2. The position applied for, with reference number, should be stated on the envelope or at the subject title of the email. Applications without a completed ERB Job Application Form may not be considered.
3. The deadline for application is **28 May 2026.**
4. Shortlisted applicants may be required to sit for a written test.
5. Personal data collected are for recruitment purpose only. Personal data of unsuccessful candidates will be destroyed soon after selection, and definitely within 6 months.