

# HONG KONG AIR CADET CORPS

## Headquarters

### MEMO

**From :** CO  
**Ref :** GR21\_022  
**Tel :** 2712 8900  
**Fax :** 2715 6944

**To :** All Members

**Date:** 30 December 2021

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## Internal Staff Recruitment

Applications are now invited for the following post:

### Executive Assistant 行政助理

**Requirements:** Candidates should have 5 passes in HKCEE including English (minimum Grade C if Syllabus A/Level 2 from 2007) and Chinese (Level 2 from 2007) and Mathematics, OR minimum Level 2 or equivalent in 5 subjects in HKDSEE including English Language, Chinese Language and Mathematics; preferably with 1 year of work experience. They should have a good command of written and spoken English and Chinese (including Putonghua), good knowledge of PC, mobile apps and software applications such as MS Office and Chinese word processing. Knowledge and experience in handling general IT technical support matters would be an advantage.

The successful candidate will be appointed as Executive Assistant and carry out both indoor and outdoor works, whilst mainly focusing on routine administration work and IT technical support matters. Indoor duties include administrative support to programmes and activities, stock keeping of Corps equipment, sales of uniform items, memo announcement, central log of activity statistics and arrangement of flight operations for members. He/She will also provide technical support, troubleshooting and maintenance of application software and computing facilities, conduct website management, and perform other ad-hoc duties as assigned. Outdoor duties include preparing and setting up equipment to support events such as parades and camps.

The appointee should be outgoing, independent, self-motivated, mature, able to work under pressure and as a good team player, and willing to work outside normal office hours. Normal work pattern is 10 am to 6:15 pm on weekdays, and one Saturday from 10 am to 6 pm every month. Operation requirements may necessitate service outside normal working hours.

**Salary:** Negotiable.

**Terms of Employment:** On two-year contract terms with possibility for renewal.

**Other Benefits:** 12 days of Annual Leave and Medical Benefits. An end-of-contract gratuity will be granted if the contract is satisfactorily completed with consistently high standard of performance and conduct. Such gratuity, plus 5% MPF contribution, will equal to 10% of the total basic salary drawn during the period of service. Free aviation and leadership training for those who may be interested.

**Applications:** Please forward your application with full CV, quoting reference “HKACC-EA” to the Staff Officer, Hong Kong Air Cadet Corps, Sung Wong Toi Road, Kowloon or by email to recruit@aircadets.org.hk. Closing date is **20 January 2022**.

All personal data collected will be used for recruitment purpose only. Applicants not contacted within eight weeks from the closing date may assume their applications are unsuccessful. The Corps reserves the right to offer different terms of appointment. All personal data supplied will be destroyed within six months.