

The Competition Commission (the Commission) is an independent statutory body established under the Competition Ordinance (Cap. 619) (the Ordinance) which was enacted in June 2012. The objectives of the Ordinance include the prohibition of conduct that prevents, restricts or distorts competition in Hong Kong.

Administrative Assistant (Ref.: CC/AA20260505)

Responsibilities

- To manage the daily operation of the reception counter and perform receptionist duties including greeting visitors, handling hotline and public enquiries, and receiving all incoming and outgoing mails and parcels;
- To provide clerical and administrative support such as filing, data entry, compiling statistics, obtaining quotations, ordering office supplies, and preparing reports;
- To handle meeting rooms booking requests and ensure rooms are prepared with necessary equipment, and other logistical arrangements;
- To support general office operations such as food and beverage arrangements, procuring office refreshments and supplies, maintaining physical stock and managing related records;
- To coordinate the car booking requests to ensure efficient scheduling and usage;
- To manage the audio-visual equipment, the assess control system and compile regular reports; and
- To carry out outdoor duties such as collecting and dispatching documents as required, and perform other duties as assigned by supervisors.

Requirements

- At least Level 2 / Grade E or above in **five** subjects, including Chinese Language and English Language in the HKDSEE/HKCEE;
- A minimum of 2 years of relevant working experience, preferably gained from public bodies, NGOs or large corporations;
- Proficient in PC applications including MS Word, Excel, PowerPoint and Chinese Word Processing;
- Good command of spoken English, Mandarin and Cantonese;
- Good communication and organization skills; willing to learn and take up extra duties;
- Agile, customer-oriented, proactive, responsible and able to work under pressure; and
- Attentive to details; ability to perform multi-task at the same time and good time management.

Terms of Appointment and Remuneration Package

Terms of Appointment: Appointment will be offered on a 2-year fixed-term contract, renewable depending on performance and operational needs.

Basic Salary: The starting salary will be commensurate with the candidate's qualifications and experience.

Cash Allowance: 5% of the basic salary

Contract-end Gratuity: 10% of the basic salary (including 5% employer's contribution of MPF)

Fringe Benefits: Annual leave, medical & dental benefits, life insurance and MPF.

Application:

Interested applicants should submit their applications at the Commission's Job Application System at https://www.compcomm.hk/en/about/career/current_vacancies.html.

The closing date for application is **4 June 2026**.

Where a large number of candidates meet the specified entry requirements, the recruiting section may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend an interview and/or recruitment test. Candidates who are selected for interview will normally receive an invitation in about 6 to 8 weeks from the closing date.

All applications will be handled in strict confidence. Personal data collected from applicants will only be used for recruitment related purposes and will not be transferred to any third party. Personal data of unsuccessful applicants will be destroyed within 12 months of the recruitment process being completed by the appointment of a candidate for the relevant position.

Pursuant to the Personal Data (Privacy) Ordinance, a person who provides personal data to the Commission has the right to request access to and correction of their personal data held by the Commission. Requests for access to or correction of personal data should be made in accordance with the Commission's Privacy Policy available on the Commission's website at www.compcomm.hk. The Commission is an equal opportunity employer.