The Estate Agents Authority is a statutory organization set up under the Estate Agents Ordinance to regulate estate agents and salespersons, and to enhance the standard of service of the trade. Applications are invited for the following position:

**ASSISTANT MANAGER**  
*(Enforcement)*

**Key Responsibilities**
Reporting to the Manager of Enforcement, the incumbent will

- Supervise compliance inspections and enforcement activities under the Estate Agents Ordinance and Anti-Money Laundering and Counter-Terrorist Financing Ordinance
- Assist the Manager of Enforcement to formulate enforcement strategies and actions to detect non-compliances (including anti-money laundering and counter-terrorism financing non-compliances)
- Supervise the handling of public / trade enquiries, follow-up actions / checks / site visits at irregular working hours and on weekends, Sundays and holidays as and when required
- Identify prevailing trends and issues of non-compliances affecting the overall enforcement actions
- Perform such other duties as may from time to time be assigned

**Requirements**
- A recognized university degree
- At least 5 years’ relevant experience (or 3 years’ post-qualification experience of a recognized profession), preferably 3 years of which at supervisory level, with good understanding of the real estate market operations, property transactions and anti-money laundering compliance supervision
- Strong leadership, analytical and problem-solving skills
- Good command of English and Chinese *(Preferably attained Grade “C” or above in English language (Syllabus B) and Chinese Language in HKCEE, or Level 4 or above in HKDSE, or equivalent)*
- Mature, good interpersonal skills, flexible, innovative and be able to work independently and under pressure
- Depending on job nature of the respective teams, candidates may be required to perform duties at irregular hours and on weekend, Sundays and public holidays

**Work location: Chai Wan**

**Terms of Appointment**
Competitive remuneration package commensurate with the selected candidate’s qualifications and experience will be offered. The appointee will initially be offered a 3-year contract, subject to renewal upon satisfactory performance and the service needs of the Authority.

**Application Procedure**
Applications with full resume indicating your current and expected salaries and your public examination results should be sent to: Human Resources Section, Estate Agents Authority, Room 4801, 48/F, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong or via email at hr@eaa.org.hk not later than 13 August 2019. Please mark “Private and Confidential” on the envelope.

Candidates who are not invited to attend an interview within 6 weeks from the closing date may assume their applications unsuccessful. Applications may be considered for other suitable positions within the Authority. All applications will be treated in strict confidence. Personal data provided in the applications will only be used for recruitment-related purposes. All information on non-shortlisted applicants will be destroyed after 6 months.

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