

Hong Kong Economic & Trade Office, New York

Chauffeur and General Support Officer Sought

Experienced chauffeur and general support officer sought to perform logistics and administrative functions in the organisation. Responsibilities include but are not limited to: (a) transporting executives and VIP guests and designing motorcade arrangements for events/visits, (b) up-keeping of corporate vehicle and related licensing requirement; (c) administrative duties (e.g. procurement of office supplies, handling of mails and building management matters); and (d) logistic support for promotional events. Candidates with at least 2 years' professional experience operating a corporate vehicle or limousine. High school qualification, basic computer literacy, written and spoken English required. Occasional out-of-town and overtime driving duties required. Candidates must have valid license for operating an automobile in New York and valid permit for working in the US. Starting salary from \$53,000+ to \$62,000+ p.a., commensurate with qualification and experience. 10% end of contract gratuity to be paid upon satisfactory completion of the employment contract. Send application letter and English resume by mail to Hong Kong Economic & Trade Office (Attn: Executive Office Manager) at 115 E 54th St., New York, NY 10022, or by e-mail to jobs@hketony.gov.hk, on or before March 20, 2023.