



HONG KONG ECONOMIC AND TRADE OFFICE, BERLIN



The Hong Kong Economic and Trade Office (HKETO) in Berlin is the official representative of the Hong Kong Special Administrative Region Government in commercial relations and other economic and trade matters in Germany, Austria, the Czech Republic, Hungary, Poland, the Slovak Republic, Slovenia and Switzerland. Its mission is to foster closer economic and trade ties between Hong Kong and these eight countries.

Applications are now invited for the following position based in Berlin:

Administrative Assistant (General) (m/f/d)

The gross monthly starting salary is EUR 4.116

Responsibilities

Administrative Assistant (m/f/d) is one of the supporting backbones of the Administration Unit, reporting to Administrative Manager, s/he supports the Unit and HKETO as a whole in various aspects including bookkeeping and accounting, internal compliance, general office administration, human resources, office accommodation, procurement, records and logistics management, secretarial service, etc.

S/he should also be willing to share organisational knowledge with fellow colleagues and assist Administrative Manager to coach students from Hong Kong visiting HKETO during the summer and/or winter time.

Requirements

- **Qualification:** Equivalent to Diploma or above
- **Experience:** At least two years of relevant full-time work experience in office administration
- **Language:** Proficient in both English and German, preferably a level of C1 for Common European Framework of Reference (CEFR) for Languages; proficiency in other central European language not required, but would be an advantage
- **Skills:** Good command of computer skills. Good knowledge of Word, Excel, PowerPoint is essential. Business level writing and speaking skill in English and German
- **Attributes:** Self-motivated, fast learner with a to-do attitude, strong multi-tasking skills, good in time management and work prioritization, organized, attention to details, polite, excellent team player, positive, consistent and reliable, adaptive in working in a multi-cultural environment
- **Others:** Eligible to undertake employment in Germany without further arrangement of work visa and be able to take up the position in January 2027.

Employment terms

The selected candidate will be appointed on contract term for a period of two years (including a probation of six months), with the possibility of long-term employment upon satisfactory performance during the first two years.

How to apply:

Applications by post or email in the form of a covering letter with full curriculum vitae in **English**. In the curriculum vitae, please indicate whether you are native speaker of English or German. If not, please indicate the level of your English and German under the CEFR for Languages.

Your application should reach **Hong Kong Economic and Trade Office, Jaegerstrasse 33, 10117 Berlin, Germany** by post or by email at: **job_berlin@hketoberlin.gov.hk** (Attn: Head(Adm)) **by 23:00 hrs (Berlin time) on 4 November 2026 (Wednesday)**.

Short-listed candidates would be invited for written test and interview in mid of November 2026. The successful candidate is expected to assume duties in early January 2027. Applicants not receiving notification by 31 December 2026 should consider their applications unsuccessful.

For details relating to the use of the personal information collected for the purpose of the recruitment and employment, please refer to the Privacy Notice on our webpage: **<https://www.hketoberlin.gov.hk/de/jobs/>** or contact our Data Protection Officer via email: **dpo@hketoberlin.gov.hk**

Please visit **www.hketoberlin.gov.hk** for more information.
For enquiries, please send to **job_berlin@hketoberlin.gov.hk**.