The Consulate General of the Federal Republic of Germany in Hong Kong is offering the position of a

**Receptionist and Switchboard Operator**

The work-contract offered is for a period of two years starting from April/May 2020. Upon satisfactory work the contract can be prolonged to a long-term contract.

**Key Responsibilities and fields of work:**

- Management of the reception desk at the German Consulate General in Hong Kong
- Entrance management
- Accepting and transferring phone calls
- Administrative duties
- Postage and mailing service
- Guidance for security guards

**Applicants should have the following qualifications:**

- Preparedness to work in a team as a team player
- Interest in working with people
- Ability to work with a computer to send mails (outlook) and work with MS Office
- Hong Kong residence status
- Experience in office administration
- Discretion, absolute trustfulness and reliability are essential
- Punctuality, honesty, politeness and a strong sense of responsibility are needed as well as a good etiquette, a good sense of orientation and organizational talent
- Fluent in English and Cantonese
- Knowledge of German is an advantage (but not necessary)
- Starting gross salary is HKD 17,700

Interested persons are requested to send their applications including a CV, a full resume and a motivation letter (incl. references) via email to:

**info@hongkong.diplo.de**

Applications should be submitted by **March, 20th 2020**