

حكومة منطقة هونغ كونغ الإدارية الخاصة
التابعة لجمهورية الصين الشعبية
مكتب هونغ كونغ الاقتصادي والتجاري في دبي



Hong Kong Economic and Trade Office in Dubai
The Government of the
Hong Kong Special Administrative Region
of the People's Republic of China

Join the Hong Kong Economic and Trade Office in Dubai

The Hong Kong Economic and Trade Office in Dubai (ETO) is the official representative of the Government of the Hong Kong Special Administrative Region of the People's Republic of China in the six member states of the Cooperation Council for the Arab States of the Gulf (GCC), including Bahrain, Kuwait, Oman, Qatar, Saudi Arabia and the United Arab Emirates (UAE). It is responsible for fostering closer economic and trade ties between Hong Kong and these economies.

Administrative Assistant (Finance)

mainly responsible for accounting duties, including preparing payment vouchers for office expenditure; handling claims for tax reimbursements; assisting to procure and keep stock of office supplies and inventory of furniture/equipment; and rendering support for events.

Main Job Duties

- (i) To prepare payment vouchers for office expenditure and payrolls for staff.
- (ii) To keep stock of stamps and petty cash.
- (iii) To claim VAT/GST and duty refunds.
- (iv) To assist in keeping stock of office supplies and inventory of office furniture and equipment.
- (v) To act as relief and cover the duties of Administrative Assistant cum Receptionist or Personal Secretary to Director-General (Dubai) when necessary.
- (vi) To perform other clerical duties as assigned by senior officers.

Entry Requirements

- (i) A Higher Diploma or equivalent with professional certificate in accounting (a higher degree would be an advantage);
- (ii) A minimum of 2 years of experience;
- (iii) Proficient in written and spoken English (proficiency in Arabic would be an advantage);
- (iv) Must be a resident of the UAE at the time of hire and be eligible to work in the UAE; and
- (v) Must have no impediments to obtain and hold a work permit to work legally in the UAE.

Starting salary from AED 96,720 gross per annum, depending upon experience.

How to Apply

Applications must include: (1) a covering letter; (2) a full curriculum vitae in English (please also indicate your language proficiency, if any, therein); and (3) a copy of supporting documents for language proficiency, academic qualifications, professional experience and UAE residency (e.g. certificates, reference letters and Emirates ID).

Your application should reach the **Hong Kong Economic and Trade Office in Dubai** by e-mail at **recruitment@hketodubai.gov.hk** by 23:59 (Dubai time) on 27 July 2026 (Monday). Only short-listed candidates will be invited for a selection interview. Those who are not invited for selection interview may assume that their applications are unsuccessful. Please visit www.hketodubai.gov.hk for more information.