

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.

Office Manager

assists Head of Administration in providing general administrative support to the office, mainly on financial management, human resource aspects, procurement, management of records and information technology systems, office accommodation and provision of logistic support on duty visits by Hong Kong officials.

Main Job Duties

- (i) To assist Head of Administration in providing overall administrative support, including management of resources and systems (e.g. information technology systems), office accommodation and building maintenance, etc.
- (ii) To assist in handling personnel matters of local staff and providing support to Hong Kong-based officers upon arrival in the ETO.
- (iii) To supervise the work of Administrative Assistant (Finance), Administrative Assistant cum Receptionist, and Driver cum Office Assistant; and to render support on matters related to staff recruitment, training, leave, etc.
- (iv) To supervise the preparation of accounting vouchers and reports for the office imprest; to monitor the office bank and imprest accounts; and to handle other related financial routines.
- (v) To manage the office filing system and records, including electronic records.
- (vi) To negotiate with vendors and contractors on office supplies and equipment maintenance; and to be in charge of office inventories and related matters.
- (vii) To arrange booking of accommodation and transportation for incoming guests.
- (viii) To perform any other duties as assigned by senior officers.

Entry Requirements

- (i) A Bachelor's degree or equivalent;
- (ii) A minimum of 7 years of experience (preferably in foreign government offices at a managerial level);
- (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 273,960 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 7 October 2026 (Wednesday). 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.