



The Hong Kong Economic and Trade Office in Jakarta The Government of the Hong Kong Special Administrative Region

The Hong Kong Economic and Trade Office in Jakarta (Jakarta ETO) represents the Government of the Hong Kong Special Administrative Region in matters between Hong Kong and the Association of Southeast Asian Nations (ASEAN) as a whole, and handles matters between Hong Kong and four ASEAN countries, namely Indonesia, Malaysia, Brunei Darussalam and the Philippines. Jakarta ETO is looking for a suitable candidate to fill the following position -

Assistant Manager, Business and Talent Attraction/Investment Promotion (Jakarta)

Job summary:

The Assistant Manager, Business and Talent Attraction/Investment Promotion is responsible for assisting the Head and Deputy Head, Business and Talent Attraction / Investment Promotion in implementing Hong Kong's investment promotion activities across Brunei, Indonesia, Malaysia, and the Philippines as well as working with the Hong Kong Economic and Trade Office in Jakarta (ETO) on talent attraction. Maybe required to travel.

Duties and Responsibilities

1. Conduct research to identify lists of target companies and to collect market intelligence and information on the sectors of interest
2. Assist in organising marketing and investment promotion as well as talent attraction activities
3. Handle enquiries in a timely manner from potential investors
4. Update and maintain the client database and compile statistics for various investment promotion reports
5. Maintain proper records of the contacts and leads generated as well as the aforementioned activities via various means including CRM, emails and file record
6. Provide administrative support to the Dedicated Team for Attracting Businesses and Talents / Investment Promotion Unit's programme
7. Support HKETO activities and perform any other duties as assigned by senior officers

Entry Requirements

1. A Bachelor's degree or equivalent, preferably in Business Administration, Finance, Economics, or International Marketing. A higher degree would be an advantage
2. Minimum of 2 years full-time work experience in (i) corporate account relationship management; (ii) marketing and event management; or (iii) investment or trade promotion. Knowledge of investment promotion or economic development is an advantage
3. A strong command of written and spoken English with excellent presentation and communication skills in English and Indonesian, proficiency in Malay would be an advantage
4. Excellent in analytical skill, business development and creative problem solving; good command of computer skills in Microsoft Office is essential
5. Experience of living and/or doing business in Hong Kong would be an asset
6. Candidate must be eligible to take up employment in the Indonesia without arrangement of work visa by the employer

Term of Appointment

On permanent basis as locally-engaged staff of the Jakarta ETO upon satisfactory performance during the three-month probation.

Benefits

1. Festive allowance and BPJS benefits
2. Medical, maternity and dental benefits; and additional vacation leave upon completion of the three-month probation

Application

Please provide (1) Cover Letter; and (2) Resume in English with contact number and email address to **Hong Kong Economic and Trade Office**.

Candidates may submit by EMAIL to job@hketojakarta.gov.hk and should ensure that the documents reach Jakarta ETO before the closing date for applications. On receipt of applications, Jakarta ETO will issue an acknowledgement of application to the candidates.

Short-listed candidates will be invited for an interview, which may include a written test. All invited candidates, including those residing outside Jakarta, should make their own arrangements and at their own expense to attend the interview. Candidates invited for the interview must provide (1) original certificates and transcripts; (2) records of previous employment; and (3) copies of written reference letters.

The application will close on Friday, 28 July 2023

Enquiries

Enquiries concerning the position should be sent to job@hketojakarta.gov.hk

General Notes

1. Offer of appointment will be subject to passing all recruitment formalities including reference, medical and security checks
2. The terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made
3. As an Equal Opportunities Employer, the vacancy advertised is open to all applicants meeting the entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, religion, sexual orientation and race

About InvestHK

InvestHK is the department of the Hong Kong Special Administrative Region (HKSAR) Government tasked to attract and retain foreign direct investments in Hong Kong.

Please visit www.investhk.gov.hk for more information.