



# Corporate Service Advisor Hongkong

## Job Information Pack

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<b>Classification:</b>	Austrade Overseas Performance Level D (AOPL D)
<b>Total cash compensation:</b>	HKD 346,647 per annum
<b>Location:</b>	Hongkong
<b>Employment term:</b>	3yr fixed term contract, renewable by mutual written agreement
<b>Reports to:</b>	Corporate Service Manager
<b>Position number:</b>	PN0738

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### The role

Support the Senior Trade and Investment Commissioner and Corporate Services Manager to effectively deliver the region's business plan initiatives by:

#### DUTIES INCLUDE:

- Providing administrative support including undertaking day-to-day tasks such as:
  - Finance administration activities including procurement, preparation and processing of payments and banking for the region.
  - Responsible for procurement of office supplies, vendor maintenance and management including on site contractor support.
  - Prepare and processing payroll, provide support to the Post Manager for recruitment activities.
  - Facilities management and office support.
  - Residential property administration and maintenance coordination.
  - Asset management (including motor vehicles).
- Assisting with office and residential leasing and fit-out, when required.
- Contributing to intra-region and organisational business improvement / efficiency projects.
- Co-operatively work as part of the region's corporate support team to deliver efficient and effective services, back up Corporate Service Advisor in Taipei when there is a need.
- Ensuring consistent compliance with Austrade policies and procedures, Delegations, the Public Service Act (Australian), and local labour laws within the region.
- Working with the Corporate Services Manager of regional tasks including identify risks and assist with the implementation of mitigating strategies.
- Working in partnership with the broader Corporate Services Network to assist with the delivery of consistent, efficient and effective global approach to corporate support services.
- Monitor and support implementation of Service Level Agreements with other Australian Government organisations.
- Contributing to knowledge creation within Austrade by adopting information practices, sharing knowledge and information, and by embracing best practice and development opportunities.

- Working collaboratively within the Austrade network to contribute to service delivery and achieving desired outcomes, while upholding the Australian Public Service Values and Code of Conduct and Work Health and Safety (WHS) principles.

## Eligibility

To be eligible for consideration and appointment you must have:

- **Work Authorisation** - to be eligible for employment with Austrade in Hongkong, candidates must be legally authorised to live and work in Hongkong at the time of appointment.
- **Language** - the successful candidate must be a highly motivated team member, fluent in written and spoken English.
- **Security Clearance** - the successful applicant must be willing to complete an Entry Level Screening Pack and be confirmed as a suitable person to access Government resources prior to commencement in the role.

## Contacts

After reading this 'Information Pack' should you require additional information you are encouraged to contact on [wendy.cai@austrade.gov.au](mailto:wendy.cai@austrade.gov.au)

For assistance with the online recruitment system please contact the [Corporate Support Team](#) on +61 (2) 9392 2222.

Applications will only be considered when submitted through Austrade's online recruitment system.

## Application closing date

Applications close, **Friday 5 April 2024, 11:30pm (local time)**.

## What you'll need to be successful

The Corporate Services Advisor will:

- At least two years experiences in providing high level financial, operations and support.
- Strong interpersonal, liaison, and communication skills combined with the ability to deal effectively with stakeholders and staff at all levels and the ability to exercise judgement and discretion and maintain confidentiality.
- Excellent organisational skills, including the ability to work under pressure, manage high volumes of correspondence, set priorities, and meet competing deadlines with a high degree of commitment and initiative.
- Proven administration skills including analytical, research and decision-making skills, accuracy and attention to detail and advanced computer skills, particularly in the use of the Microsoft Office suite.
- Customer service orientated with the willingness and ability to work as part of a team in delivering support services to the region.
- Awareness of the digital environment and how to engage with clients in a digital first manner.
- Confidently use digital workplace tools to solve problems, be productive, connect and collaborate with others.

## What we need from you

Tell us in less than 500 words why you are the right person, what you can offer, and how your skills, knowledge, experience and qualification are relevant to the role.

Try not to duplicate information that can already be found in your resume but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Please attach a concise resume to your application which clearly outlines your work experience, educational qualifications and relevant skills.

In the application form you will need to provide the details of two referees who can attest and validate your credentials and suitability for the role.

## Strength in diversity

Austrade is committed to providing a work environment where staff can confidently bring their full selves to work. A truly diverse agency is one that is capable of retaining a broad talent base while best serving its clients and connecting to its global network of employees.

The [Diversity and Inclusion Strategy](#) sets out how Austrade will continue to build a space where everyone can bring their perspectives, creativity, and skills to the work of the agency. It is the roadmap for how Austrade will strengthen its position as an employer of choice.

Given our commitment to diversity and inclusion, Austrade actively encourages applications from people with disabilities, LGBTIQ people, women, and people with diverse linguistic and cultural backgrounds.

We also recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace. As such, we welcome and encourage applications from Aboriginal and Torres Strait Islander people for vacancies in the agency.

## Benefits of working for Austrade

Feedback from our staff tells us that Austrade is great place to work, benefits include:

- Embedded diversity and inclusion employee networks
- A high performance culture
- Global, flexible and diverse organisation
- Generous leave provisions
- Supportive working environment.

Want to know more about working at Austrade? Click [here](#).

