



Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	PN9511
POSITION TITLE	Administrative Assistant (Visits Liaison Officer)
CLASSIFICATION	LE3
SECTION	Political and Economic
REPORTS TO (TITLE)	Deputy Consul-General
MONTHLY SALARY	HKD29,743
STATUS	Initial period of 12 months full-time contract with possible extension

About the Department of Foreign Affairs and Trade (DFAT)

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the Position

Under direction, the Administrative Assistant (Visits Liaison Officer) is responsible for planning and coordinating official visits to Hong Kong. The position also provides executive, administrative and organisational support for functions and events and to the Political-Economic Section and the Deputy Consul-General.

The key responsibilities of the position include, but are not limited to:

- Plan, organise, and coordinate official visits, including program preparation, airport facilitation, transport, accommodation and reporting.
- Liaise with government officials, the business community and other posts to facilitate visit programs and logistics.
- Facilitate and assist with airport and mainland China border reception duties.
- Provide logistical support for official visits, events and functions, including some duties on weekends and outside of standard office hours where required.
- Maintain the Consulate's official visits records, including maintaining databases of visits, travel contacts, and service providers.
- Provide executive, administrative and organisational support to the Political-Economic Section and the Deputy Consul-General, including preparation of written correspondence as directed.
- Act as back-up bank reconciliation officer as required.

Required Qualifications/Experience

- High-level administrative and organisational skills including proficiency in Microsoft Office.

- Strong oral and written communication skills, including effectiveness in day-to-day consultation, liaison and negotiation.
- Strong interpersonal skills and a demonstrated ability to work as part of a small team.
- Ability to make sound judgments and assist in producing outcomes which advance the consulate's objectives.
- Experience in high-level visit management and/or project management is highly desirable.

Prospective applicants also need to demonstrate that they are eligible to work in Hong Kong.