

**Logistics Officer
in the Hong Kong Economic and Trade Office in San Francisco
(An office of the Hong Kong Special Administrative Region Government)**

(Salary: US\$3,830.00 – US\$6,218.00 per month)

Entry Requirements

- (a) Must have a current and valid Driver's License, and a minimum of three years safe driving record;
- (b) Ability to work a varied schedule, including evening, weekend, holiday shifts;
- (c) Fluent in English, and;
- (d) Eligible to take up employment in the U.S.

Job description

Reporting to the Office Manager of SFETO, the Logistics Officer will be responsible for:

- a) coordinating administrative matters of the office car, including leasing, insurance, registration, maintenance, gas filling, cleaning (well-maintained, and presentable at all times), parking, billing and records of vehicle use
- b) providing the main official means of transportation to Director (San Francisco) and other SFETO senior officers
- c) operating office car and take the car for regular maintenance, repairs, and servicing as needed
- d) safely transport passengers to various locations in a timely and efficient manner
- e) ensure the vehicle is properly stocked with necessary items such as water, paperwork, and other essentials
- f) Liaising with Airport Escort Screening Courtesies and San Francisco City Police Department's Diplomatic Bureau Affairs to request and arrange special parking, transportation and all other areas of security logistics
- g) Providing transportation service to visiting HKSARG officials
- h) Procuring, storing and maintaining telecommunication equipment, including cellular phones and service plans
- i) Coordinating the maintenance and upgrading of office phone system and subscription of long distant and international telephone service
- j) Materials handling within the office, loading/unloading of outgoing mail, magazines, shipments and incoming deliveries and supplies as well as stamping, mailing letters, publishing materials, delivering mail to post office as needed
- k) Conducting any research and getting quotations
- l) Mailing and dispatching payment checks according to EA/AA instructions
- m) preparing conference room and multi-purpose room for meetings; and assisting in managing and keeping stock of materials in storerooms
- n) assist with office tasks, including but not limited to indexing documents on files, photocopying, filing, organizing, and running errands
- o) Coordination and execution of safety/emergency policies

- p) Monitoring the operation of building surveillance camera system and ensuring that the security video tapes/discs are replaced regularly and in an orderly manner
- q) Coordination of building improvement and repair works as necessary – seeking quotations, liaising with the contractors, and supervision of work progress
- r) performing any other duties as assigned by Office Manager and other senior officers

Term of Appointment

Two and a half years' contract term, starting in mid 2025.

Benefits

- (a) Medical and dental insurance coverage (insurance premium to be shared by employer and employee on a 85:15 basis);
- (b) vacation leave; and
- (c) 10% end-of-contract gratuity, to be paid upon satisfactory completion of the employment contract.

Application

Please send the completed application form (which can be downloaded from www.hketosf.gov.hk) and resume **by email** to: recruitment@hketosf.gov.hk or **by post** to: 130 Montgomery Street, San Francisco, CA 94104, U.S.A.

Applications should reach the Hong Kong Economic and Trade Office in San Francisco on or before February 28, 2025.

Candidates who are shortlisted for a selection interview will receive an invitation in due course. Only shortlisted candidates will be notified of the result of application. If a candidate is shortlisted for a selection interview, original copies of certificates and transcripts of education, record of previous employment and written reference letters must be provided.

Enquiries

Any enquiries concerning the post should be sent to the Hong Kong Economic and Trade Office, San Francisco by post or by e-mail to recruitment@hketosf.gov.hk.

General Notes

- (a) This is not a post on the civil service establishment. The candidate appointed is not on civil service terms of appointment and conditions of service. He/she will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (b) 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.

- (c) It is Government policy to place people with a disability in appropriate jobs wherever possible. Applicants with a disability are considered on equal terms with other applicants. If an applicant with disability is found suitable for employment, she/he will be given an appropriate degree of preference for appointment over other applicants.