



LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION TITLE	Executive Assistant - Consul-General
CLASSIFICATION	LE4
SECTION	Executive
REPORTS TO (TITLE)	Consul-General, Hong Kong
Monthly SALARY	HKD35,802 per month
STATUS	Initial period of one-year full-time contract with possible extension

About The Department of Foreign Affairs and Trade

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

The Executive Assistant provides high-level executive, administrative, and organisational support to the Consul-General and senior staff. The role involves managing office operations, protocol, events, and stakeholder engagement while ensuring smooth coordination of official activities.

Key responsibilities of the position include but are not limited to:

- Provide executive support and manage the Consul-General's office, including diary management, correspondence, and record-keeping.
- Organise appointments, forward programs, and liaise with internal and external stakeholders to ensure efficient scheduling for executive staff.
- Draft official letters, emails, and reports; handle calls and messages; and maintain accurate documentation
- Manage representational expenditure, prepare forecasts for travel and hospitality, and maintain office supply and gift databases.
- Coordinate official transport, travel, accommodation, and supervise drivers for the Consul-General and pool vehicles
- Conduct research on political, economic, and trade developments; prepare speeches; and support social media content creation. Advise on sensitive relationships.
- Maintain the Consulate's contacts database, liaise with Hong Kong/Macau authorities, and build relationships with varied stakeholders across media, corporate and non-governmental organizations.
- Plan and deliver official events and visits, including logistics, invitations, and on-site support at the Official Residence and Chancery.

Required Qualifications/Experience/Knowledge/Skills

- Proven experience supporting senior executives and managing complex schedules.

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- High-level communication skills with fluency in English and desirable proficiency in Cantonese and Mandarin.
 - Strong organisational, time management, and writing skills.
 - Knowledge of local culture and systems; ability to work under pressure and in cross-cultural environments.
 - Proficiency in office software and IT systems, with the ability to learn new programs quickly.

Prospective applicants also need to demonstrate that they are eligible to work in Hong Kong by meeting the local citizenship/permanent resident requirements or being in a position to obtain a work visa.