

Consulate General of I.R. of Iran in Hong Kong and Macao

Administration Officer

Job Description

- Phone contacts, arranging meetings, travel arrangements
- Organizing events, protocol duties
- Preparing reports
- Reception and delivery of consular applications and documents.
- B.S. HK\$12,000, M.A. HK\$14,000, three-month probation period.

Requirements

- B.S. or M.A. in Social Sciences, Communication, English and Public Relations.
- Fluent in English, Cantonese and Mandarin. Persian language is a plus.
- Experience in administration or other related fields is preferred.

Application Methods

Send your resume to irancc@iranconsulate.org.hk asap