

**The Austrian Consulate General in Hong Kong informs about a job opening**

**General Assistant**

- Available: • from June 2026 onwards
- Contract: • locally employed  
• probation period of 3 months  
• temporary limited for 1 year  
• extendable after 1 year
- Profile of the applicant: • fluent command of English written and spoken  
• fluent command of Cantonese written and spoken  
• good command of German  
• preferably also advanced skills in Mandarin  
• preferably a bachelor diploma or higher  
• preferably 1-2 years work experience  
• high level of reliability and accuracy  
• strong IT literacy and social media skills  
• thriving under pressure and quickly learning by well-advised practice  
• intercultural competence  
• strong and flexible ability to work in team as well as independently  
• friendly behavior towards colleagues as well as clients
- Area of responsibility: • support & backup to the Consul General's personal assistant  
• assistance in various consular and administrative matters  
• organizing / preparing agendas, meetings and events  
• drafting written communication and texts for social media and website  
• readiness to take over any other new tasks in line with the instructions by supervisors  
• organization & attendance of cultural events
- We offer: • an interesting job in an international environment  
• competitive salary HKD 23,000 - 25,000 gross  
• full time  
• 40 hours weekly  
• 25 leave days per year

Interested candidates should send their application, a letter of motivation, an up-to-date curriculum vitae (with photo) and references electronically (subject "General Assistant") to: [hongkong-gk@bmeia.gv.at](mailto:hongkong-gk@bmeia.gv.at) Short-listed candidates will be invited for a job interview.