



ASSISTANT PROJECT OFFICER / PROJECT OFFICER

Hong Kong Quality Assurance Agency

Established in 1989, Hong Kong Quality Assurance Agency (HKQAA) is one of the fastest-growing and most credible conformity assessment organisations in the Asia Pacific region.

Over the years, our comprehensive professional services have made us a leader in the industry and our market share has continuously increased as we developed a strong foundation in Hong Kong. Meanwhile, we have steadily expanded our services to other areas and set up subsidiaries and branches in Guangzhou, Shanghai and Macau.

To cope with our rapid expansion and maintain our leadership position in the market, we are inviting high calibre candidates who strive for professional and personal growth to join us and work in a dynamic, challenging and fast-paced environment.

Responsibilities:

- Participate in the research and execution of projects in the sustainability field, including but not limited to ESG, carbon, green finance, and new energy, covering areas such as methodologies, assessment, verification, assurance, validation, and training.
- Support project proposal development and contribute to the preparation of technical documents, presentation slides, and marketing materials.
- Assist in contract document management and cost analysis, monitor project cost budget implementation, and organise stage-based project deliverables.
- Liaise, coordinate and communicate with project stakeholders.
- Provide administrative and logistical support.

Requirements

- Degree holder or above, preferably in Environment, ESG, Sustainability, Finance, Economics, Management, or related disciplines
- 1–3 years of relevant experience in sustainability/ESG, carbon management, green finance, or project management. Fresh graduates with strong potential will also be considered
- Global perspective with an analytical mind, proactive and self-motivated, eager to learn new knowledge and skills and take on new tasks, equipped with strong coordination and communication skills to collaborate effectively with internal and external parties
- Proficient in MS Office, with advanced Excel skills required
- Good command in both written & spoken English, Cantonese and Putonghua

*** Fresh graduates with internship experiences will also be considered**

*** 2-year Contract will be offered to a suitable candidate and is subject to renewal.**

Application

Remuneration will be commensurate with qualification and working experience. Interested parties please forward your resume with expected remuneration to the Human Resource Office, Hong Kong Quality Assurance Agency, 19th Floor, K Wah Centre, 191 Java Road, North Point, Hong Kong OR by fax to **2202 9190**. Duplicate applications will not be considered.

For more details, please visit: <https://www.hkqaa.org/en/page/about-hkqaa/careers>