

## Labour Department's Job Centres

### Admiralty Job Centre

9/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong (Exit C1, Admiralty MTR Station) **2591 1318**

### North Point Job Centre

12/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong (Exit C, Quarry Bay MTR Station) **2114 6868**

### Kowloon East Job Centre

1/F, Trade and Industry Tower, 3 Concorde Road, Kowloon (Exit C, Kai Tak MTR Station, opposite to Mikiki Shopping Mall) **2338 9787**

### Kowloon West Job Centre

9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (Exit C1, Shamshuipo MTR Station) **2150 6397**

### Kwun Tong Job Centre

10/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon (Exit D4, Kwun Tong MTR Station) **2342 0486**

### Shatin Job Centre

2/F, Shatin Government Offices, 1 Sheung Wo Che Road, Shatin, New Territories (Exit B, Shatin MTR Station) **2158 5553**

### Sheung Shui Job Centre

Units 2001-2006, Level 20, Landmark North, 39 Lung Sum Avenue, Sheung Shui, New Territories (Exit A4, Sheung Shui MTR Station) **3692 4532**

### Tsuen Wan Job Centre

2/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories (Exit A, Tsuen Wan MTR Station) **2417 6197**

### New Territories West Job Centre

G/F, Victory Building, 3 Tsing Min Path, Tuen Mun, New Territories (Near Light Rail Prime View Station) **2463 9967**

### Tung Chung Job Centre

Unit 211A, 2/F, Yat Tung Shopping Centre, Yat Tung Estate, Tung Chung, Lantau Island, New Territories (Near Yat Tung Estate Bus Terminus) **3428 2943**

## Labour Department's Recruitment Centres

### Recruitment Centre for the Catering Industry

2/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon (Exit A, MTR Nam Cheong Station)  
Job Seeker Hotline: 3847 7600      Employer Hotline: 3847 7606

### Recruitment Centre for the Retail Industry

2/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon (Exit A, MTR Nam Cheong Station)  
Job Seeker Hotline: 3847 7611      Employer Hotline: 3847 7616

### Construction Industry Recruitment Centre

Units 3507-3512, 35/F, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong, Kowloon (Exit A, Ngau Tau Kok MTR Station)  
Job Seeker Hotline: 3428 3303      Employer Hotline: 3428 3303



Interactive Employment Service Website

<https://www.jobs.gov.hk>

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# Easy-to-use Employment Services of the Labour Department



勞工處  
Labour Department

## Labour Department's Job Centres

Labour Department's Job Centres provide free and easy-to-use employment services to help job seekers to find work and employers to recruit staff. They are fully computerised to handle a wide range of job vacancies such as managers, supervisors, clerks, accounting assistants, delivery workers, sales assistants, domestic helpers, craftpersons, etc.; and register job seekers with different educational and occupational backgrounds.

Job Centres also provide job seekers with a series of equipment to facilitate their job search. Job seekers can make use of computers with internet functions for using various functions of the Interactive Employment Service. They can make use of computers with a résumé-building software to draft their résumé, and fax their application letters and résumés to employers by using fax machine installed at Job Centres. They can also meet employment officers at Job Centres for receive employment advisory service so that they can discuss their employment needs, to obtain information on labour market and training/retraining courses, and/or to undergo career aptitude assessments as appropriate.

Job seekers, including those who are new arrivals in Hong Kong or ethnic minorities, are welcome to visit the resource corner in Job Centres to obtain comprehensive employment information. Apart from the above employment services, there are also regular employment briefings tailor made for the needs of ethnic minorities or new arrivals.

## Network to Publicise Vacancies

Vacancies provided by employers are widely publicised through various channels to facilitate searching and application by job seekers.

- Job cards displayed at Job Centres;
- “Job Easy” touch-screen Vacancy Search Terminals installed at Job Centres. Using the “Job Easy”, job seekers can obtain and print the latest vacancy information with a few screen touches. Printing function is also made available in these terminals;
- Interactive Employment Service website (<https://www.jobs.gov.hk>);
- Large-scale job fairs and district-based job fairs; and
- Advertisements on newspapers.

## Job Seekers' Registration Procedure

- Job seekers can register online through Interactive Employment Service website (<https://www.jobs.gov.hk>) or in person at any Job Centres using the “Easy Registration” service. First time registrants need only to spend a few minutes filling in a Registration Form after which they can use Telephone Employment Service on the following working day. This arrangement will save their time queuing up at Job Centres for job referrals.

## Semi-self-help Employment Services

- Job seekers can visit any Job Centres and choose suitable openings themselves. They can then seek referral service from the staff;
- Where employers have chosen to disclose their contact means, job seekers can make job applications direct;
- Some of the vacancies are provided by private employment agencies on behalf of their employer clients. Job seekers applying for these vacancies will not be required to pay any fee.

## Interactive Employment Service

- Job seekers can register online, view the latest vacancy information and do simple job matching through the Interactive Employment Service website (<https://www.jobs.gov.hk>);
- Profiles of registered job seekers, including academic qualifications, working experiences, job skills, job preferences and expected salaries will be displayed on the website. Personal data like names, ID card numbers, addresses and telephone numbers will be concealed to protect their privacy;
- Employers can make use of specially designed search engine to identify suitable candidates to fill their vacancies. Upon receipt of the lists of candidates from employers, Job Centres will make arrangements to refer shortlisted job seekers to them;
- Job seekers may also use the Interactive Employment Service mobile applications (both iOS and Android versions available) to search for suitable vacancies anytime and anywhere with their mobile devices.

## Telephone Employment Service Centre

- Registered job seekers who wish to apply for posts in the private sector may first identify suitable vacancies and then call the Telephone Employment Service Hotline 2969 0888 for referral service;
- Placement officers of the Telephone Employment Service Centre may help connect job seekers to employers through conference calls, and make arrangement for job interviews.

## Recruitment Centre for the Catering Industry, Recruitment Centre for the Retail Industry and Construction Industry Recruitment Centre

- Job seekers can browse the latest catering, retail and construction vacancies in the respective centres. Employers in the catering, retail and construction industries are invited from time to time to stage recruitment activities and to conduct on-the-spot interviews with job seekers;
- Job seekers may visit the Interactive Employment Service website (<https://www.jobs.gov.hk>) for the information on the latest recruitment activities of the centres.

Please contact our staff if you have any questions when applying for a job posted through our employment services.