



The Hong Kong Girl Guides Association

Region Assistant

Responsibilities:

- Assist in coordinating and organizing recruitment campaigns, educational events and programs.
- Assist in exploring the potential sponsor-authorities for setting up new units.
- Assist in region or divisions activities
- Maintain the filing system in good order & liaise with counter-parties for information confirmation and update
- Liaise with internal parties for data verification and database maintenance
- Liaise with affiliating committees and local organizations; assist in seeking their support and resources for activities.
- Liaise with Commissioners and attend their meetings if necessary.
- Follow up and implement the recruitment plan which formulated by Membership Development Committee
- Provide clerical and secretarial support.
- To Coordinate ad-hoc assignments and perform other duties as assigned.
- Centre location: Tin Shui Wai.

Requirements:

- Tertiary Education
- At least 1 year's working experience.
- Proficiency in Microsoft Office applications (including Word, Excel and Powerpoint) and Chinese word processing (速成/倉頡).
- Good written and spoken English and / or Putonghua will be an advantage.
- May require to work irregular working hours in weekends and public holidays when necessary.

Please send résumé with ref. code and expected salary to hr@hkgga.org.hk or to Human Resources Department, 8 Gascoigne Road, Kowloon. Please mark "Private & Confidential" on the envelope.

Prospective employees are required to undergo Sexual Conviction Record Check.

本會將要求準僱員進行性罪行定罪紀錄查核。

(Personal Data provided will be used for recruitment purpose only. All personal data of unsuccessful applicants will be destroyed on completion of the recruitment exercise.)