



The Hong Kong Girl Guides Association

Operation Officer

Job duties:

- Supervises junior operational staff
- Preparation of the administration, financial reports and etc
- Coordinate, operate and administer all aspects of in campsite and Centre activities/programs
- Maintain and monitor project schedules and plans with internal and external parties
- Perform any other duties as assigned by supervisor

Requirements:

- Diploma or above in any disciplines
- At least 2-year experience in programme leading or facilities management
- Self-motivated, strong organizational, interpersonal and leadership skills
- Stay updated on industry trends, best practices and innovations in facility management and programme planning
- Good command of written and spoken Chinese and English
- Proficient in MS Office applications & Chinese word processing
- Required to work outdoor and shift duties on need basis

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.)