



## The Hong Kong Girl Guides Association

The Hong Kong Girl Guides Association aims to develop the fullest potential of girls and young women as responsible citizens of the world.

### **Division and Unit Support Assistant (Ref. DUSA/RD/0318)**

#### Responsibilities:

- Provide clerical support to volunteers and pay visits to Units in Schools or Centres
- 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.
- Assist in region activities as required
- Handle enquires
- Irregular working hours in weekends and public holidays if necessary

#### Requirements:

- Post-secondary education
- At least 1 year's work experience
- Good PC literacy, Chinese word processing (倉頡 or 速成) and good command of both spoken and written English, Chinese
- Good time management and attention to details
- Well-organized, independent, proactive and with good problem solving skills

Please send résumé with Ref. Code, date available and expected salary to [hr@hkgga.org.hk](mailto: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.***