



The Hong Kong Girl Guides Association

Project Assistant

Responsibilities:

- Assist in formulating projects for members.
- Coordinate with counter-parties and organize activities.
- Keep the office organised
- Handle the logistics such as general enquiries; booking venues, registration of new members recruitment, preparing promotional materials and so on.
- Maintain the records in good order.
- Provide administration support and handle ad hoc assignments as required.

Requirements:

- Tertiary Education
- 1 year's work experience
- Able to communicate with all levels of people
- Patient, meticulous, multitasking and work under pressure
- Possessing good interpersonal and communications skills
- Strong organizational skills
- Good at English and Chinese languages
- Well-versed in Microsoft Office application, Chinese word processing of 倉頡 or 速成
- Knowledge in Photoshop and/or AI is preferable
- Possessing Guiding experience is more ideal
- Irregular working hours in weekends and public holidays if necessary.

Salary will be commensurate with experience and qualifications. Please send résumé and expected salary to hr@hkqga.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.)