



# The Hong Kong Girl Guides Association

## **Project Assistant (Administration) – Affiliated Members Department**

### **Responsibilities:**

- Assist in formulating projects for members.
- Coordinate with counter-parties and organize activities.
- Keep the office organized
- 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.
- Irregular working hours in weekends and public holidays if necessary.

### **Requirements:**

- Tertiary Education
- At least 1 year's work experience
- Willing to learn and proactive
- 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 / 速成
- Knowledge in Photoshop / Graphic / AI is preferable
- 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@hkgga.org.hk](mailto:hr@hkgga.org.hk).

***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.)***