



The Hong Kong Girl Guides Association

Project Assistant (Happy Bee) – Affiliated Members Department

Responsibilities:

- Assist in formulating projects for members.
- Coordinate with counter-parties and organize activities.
- Handle the logistics such as booking venues, preparing promotional materials and so on.
- Deal with activities enrollment of members
- 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,
- 1 year's work experience in the social services sector
- Able to communicate with all levels of people
- Patient, meticulous, multitasking and work under pressure
- Possessing good interpersonal and communications skills
- Good at English and Chinese languages
- Well-versed in Microsoft Office application, Chinese word processing of 倉頡 or 速成
- Possessing Guiding experience is more ideal.

Salary will be commensurate with experience and qualifications.

Please send résumé and expected salary to hr@hkqga.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.)