



# The Hong Kong Girl Guides Association

## **Project Assistant (Ref: PA/MD/0623)**

### **Responsibilities:**

- To assist in coordinating and organizing recruitment campaigns, educational events and programs.
- To provide clerical and secretarial support to the Department.
- To coordinate ad hoc assignments and perform other duties as assigned.

### **Requirements:**

- University degree holders preferred
- At least 1 year's work experience
- Proficiency in Microsoft Office applications
- Possessing basic knowledge of Photoshop and Illustrator
- Hands-on experience in up-to-date social media tools
- Good written and spoken English and / or Putonghua will be an advantage
- May require to work irregular working hours in weekends and public holidays when necessary.

Please send résumé with date available 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.)***