



The Hong Kong Girl Guides Association

Region Admin Assistant (IS Centre) (RDD/RAA/0622)

Responsibilities:

- Provide administrative support to Region Admin Team
- Assist in preparing reports, documentations and statistics for Management in Chinese and English for devising development strategies
- Assist in preparing regular reports and presentation material for various management meeting
- Handle centre administration duties, office supplies, quotation and courier, etc

Requirements:

- Post-secondary / tertiary education
- At least 1 year's work experience, possessing uniform group / NGO experience highly preferred
- Proficiency in MS Word, Excel and PowerPoint
- Working experience in NGO is preferred
- Good communications and interpersonal skills
- Good command of Chinese and English
- Positive, eager to learn and self-motivated
- Detail-minded, well-organised and responsible
- Outdoor work and irregular working hours in weekends and public holidays required if necessary
- Work location: Island Centre, Sau Kei Wan

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.)