



新界婦孺福利會有限公司

Assistant Administrative Officer

Responsibilities

- Provide administrative and secretarial support;
- Co-ordinate with internal and external parties in meeting arrangement and preparing meeting minutes;
- Assist in organizing events and activities;
- Handle enquiries from members and public;
- Assist in handling membership affairs;
- Assist in various tasks related to the promotion of NTWJWA; and
- Participate in ad hoc projects/tasks as assigned.

Requirements

- A degree holder with 2 years of relevant experience. NGOs experience will be an asset;
- Good command of written and spoken English and Chinese;
- Strong analytical, report writing and project management skills;
- Well-organized, self-motivated and detail-minded;
- Ability to work independently and under pressure;
- Team player with proactive personality, excellent interpersonal skills and able to communicate effectively with stakeholders;
- Proficiency in computer application, preferable with graphic design and social media knowledge.

Interested candidates, please send your resume, along with date of availability, present and expected salary via recruit@ntwjwa.org.hk.

Only shortlisted applicants will be contacted. All personal data collected will be used for recruitment purpose only and will be properly disposed after selection.