



<http://www.hongchi.org.hk>

A non-profit organization, dedicated to providing comprehensive services to support people of all ages and with all grades of intellectual disabilities and their families, invites applications for the following position:

Administrative Assistant (Ref.: AA(SMO)/12/04/24/JD)

Responsibilities:

- Provide administrative and clerical support to senior management and work closely with other service units
- Prepare documents including but not limited to meeting minutes, reports, letters, quotations etc.

Requirements:

- Diploma / Associate Degree holder or above
- Proficient in both written and spoken English and Chinese
- Knowledge and Experience in Office 365, MS Office and handle IT-related tasks preferred
- Good interpersonal and communication skills, responsible, self-motivated, willing to learn and a good team player
- Work location: Tai Po

Please send the completed Job Application Form (can be downloaded from https://www.hongchi.org.hk/uploads/app_2c_job_application_form_012023.pdf) and mark "Confidential & Ref. No." to **Services Management Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to adult_asm@hongchi.org.hk

****Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis****

(All data collected will be used for recruitment purposes only.)