



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

Hong Chi Association was founded in 1965 and one of the largest non-profit organisations dedicated solely to serving people with intellectual disabilities in Hong Kong. For further information about the Association, please visit its website at www.hongchi.org.hk

Operation Officer (Ref.: OO(SEO)/12/07/24/C)

Responsibilities:

- To supervise the overall daily operation
- To prepare sales analysis and assist in business and operational strategy planning
- To provide on-site training towards staff in responsible workshop
- Assist in ad hoc projects as assigned

Requirements:

- Diploma graduate with minimum 2 years of relevant working experience
- Mature, self-motivated, detailed-minded, good interpersonal skills, have high sense of responsibilities and team spirit
- Experience in serving NGO and experience working intellectual disabilities are preferred
- Proficiency in computer applications, word-processing and Excel
- Work Location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to: **Ms Carrie Siu, SEO Central Administration, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T.** or by email to seo_aa@hongchi.org.hk

For enquiries, please contact Ms Carrie Siu at 2689 1382.

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

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