



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

Executive Manager (Ref.: EM(HO)/25/07/24/JD)

Responsibilities:

- Support the daily operation of administration office
- Formulate, review and implement policies, guidelines and procedures of Association's administration system and general workflows
- Be a core contact person between Committees' members and Senior Management on day-to-day matters such as meeting arrangement, administrative support and updated the corporate records accordingly
- Provide assistance to General Secretary / Assistant General Secretary to prepare, edit and proof read the internal and outgoing correspondences including but not limit to papers, meeting minutes and internal memorandum
- Assist with projects / events / visits and initiatives directed by General Secretary / Assistant General Secretary / Service Supervisors
- Handle the communication with various stakeholders
- Handle office manpower and cost budget management
- To perform any other duties as assigned

Requirements:

- Degree holder of Public / Business Administration / Communication / or relevant disciplines
- HKCEE Eng (Syl. B) & Chi grade E or above / HKDSE Eng & Chi Level 2 or above
- Minimum 5 years of progressive administrative or office management experience; experience in social services or NGO sector will be an advantage
- Fluency in written English and Chinese and spoken Cantonese
- Good communication & interpersonal skills, well organized and with service-driven attribute
- High level of discretion and confidentiality, with the ability to handle sensitive information with tact and professionalism
- Able to work under pressure and tight timeline
- 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 **Human Resources Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to hr_hra@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.)