

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)/04/09/24/C)

Responsibilities:

- To supervise the overall daily operation of workshop and café
- To prepare sales analysis and assist in business and operational strategy planning,
- To build and lead a high performing team to deliver the organization's strategies, policies and initiatives,
- To provide on-site training towards staff in responsible workshop and café,
- Assist in ad hoc projects as assigned
- **Requirements:**
- Diploma graduate or above 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.)