



<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](http://www.hongchi.org.hk)

**Administrative Officer** (Ref.: AO(SEO)/10/10/24/C)

**Responsibilities:**

- Responsible for meeting agenda and minutes
- Work independently and well-versed with government and corporations tender and funding procedures
- Manage and process documents from Social Welfare Department and Labour Department
- Manage social enterprise projects including service operation
- Prepare reports for analysis in timely and accurate manner
- Responsible for any ad-hoc tasks as assigned by superior

**Requirements:**

- Degree Holder / equiv. in marketing, business administration, social science or related field
- Preferably 3 years of working experience in the social enterprise or business enterprise; NGO experience is an advantage
- Strong leadership, detail-minded, initiative, high proficiency in English/Chinese, passion for people with intellectual disabilities
- Work location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to : **Head of SEO, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T.** or by email to [seo\\_aa@hongchi.org.hk](mailto:seo_aa@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.)*