



<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

Business Manager / Assistant Business Manager (Operation and Training)

(Ref.: BM/ABM(SEO)/01/04/26/W)

Responsibilities:

- Manage social enterprise projects including service operation
- Manage catering service and venue layout.
- Manage cafes and outlets operations
- Provide people with intellectual disabilities and on-the-job training
- Provide immediate advisory in response to current social and economic situations with the aim of enhancing employment opportunities for people with intellectual disabilities
- Provide staff on-the-job training

Requirements:

- Degree Holder / equiv. in marketing, business administration, social science or related field
- Preferably 5 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
- Candidate with less experience will be considered for Assistant Business Manager
- Work location: Tai Po

Interested parties please send full resume and expected salary with 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_hra2@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.)