



<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

Administrative Assistant (Ref.: AA(FL-CAD)/14/08/26/W)

Responsibilities:

- Provide secretarial and administrative support to Superintendent / Administrative Officer;
- Assist to liaise with internal and external parties to ensure smooth daily operations;
- Responsible for internal documents control and maintain effective document system;
- Collating data and compiling statistics/figures and preparing various management reports;
- To assist in handling the incoming and outgoing enquiries via telephone, facsimiles, e-mail, mail and general correspondence;
- Ad-hoc job assigned by supervisor.

Requirements:

- Diploma holder or above in Administration / Management;
- 2 year's NGO / public institution experience is preferable;
- Good command of written and spoken English and Chinese;
- Organized, attention to details, proactive, team-oriented and able to work independently;
- Proficient in the use of MS Office applications;
- Work Location : Fanling

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to: **Hong Chi Fanling Integrative Rehabilitation Complex - Central Administration Division, 23 Ling Shan Road, Fanling, New Territories** or by email to hcfc_app@hongchi.org.hk or contact Ms. Chiu at 3406-3335 for inquiries.

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

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