



<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(SMO)/03/01/24/W)

Responsibilities:

- Provide administrative and clerical support to senior management and work closely with other service units
- Prepare documents including but not limited to meeting minutes, reports, letters, quotations etc.

Requirements:

- Diploma / Associate Degree holder or above
- Knowledge and Experience in Office 365, MS Office and handle IT-related tasks preferred
- Proficient in both written and spoken English and Chinese
- Good interpersonal & communication skill, responsible, self-motivated, willing to learn and a good team player
- Work location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to : **Services Management Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to adult_asm@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.)