



<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)

### **0.5 Programme Officer (Administration)**

(Ref.: 0.5PO(Admin)(HO)/10/04/24/JD)

#### **Responsibilities:**

- Responsible for administration and clerical support
- Assist in events / visits / projects / programs / initiatives
- Handle the procurement and accounting works
- Perform ad hoc tasks

#### **Requirements:**

- Diploma holder or above / Degree holder
- Good interpersonal and communication skills
- Willing to learn and a good team player
- Proficiency in MS Office
- Work Location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to: **Administration Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to [admin\\_m@hongchi.org.hk](mailto:admin_m@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.)*