



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

Assistant Business Manager (Ref.: ABM(SEO)/01/11/24/W)

Responsibilities:

- Manage social enterprise projects including service operation, sales and marketing, personnel, administration and financial matters
- Responsible for meeting agenda and minutes
- Assisting Head of SEO to develop and overview all the projects and ad hoc duties related to the department
- Strategic partner with the Head of SEO on crisis management and provide immediate advisory in response to current social and economic situations with the aim of enhancing employment opportunities for people with intellectual disabilities
- Work independently and well-versed with government and corporations tender and funding procedures

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
- Work location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to : **Ms. Siu, SEO Central Administration, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T.** or by email to seo_aa@hongchi.org.hk

For enquiries, please contact Ms. Siu at 2689 1382

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

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