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匡智會是專為智障人士服務的非牟利機構，為不同年齡及智障程度人士及其家庭提供全面服務。現誠聘以下職位：

Administrative Assistant

(編號：AA(FL-CAD)/11/09/26/W)

職責範圍：

- 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

申請資格：

- 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 : Central Administration Division, Hong Chi Fanling Integrative Rehabilitation Complex, No.23, Ling Shan Road, Fanling, N.T., Hong Kong or by email to hcfc_app@hongchi.org.hk or Call 3406-3335 to contact Ms. Chiu / make an enquiry.

****本會將要求可能獲聘任人士自願進行「性罪行定罪紀錄查核」****

(所收集的個人資料只作招聘用途)