

Recruitment of Contract Post

Senior Executive Assistant (Tsz Wan Shan)

- To render executive and administrative support to Crime Prevention & Health Education Service, and to perform any other necessary duties as assigned by the supervisors;
- Post-secondary education with 2 years' relevant work experience preferable;
- Good command of written and spoken English and Chinese;
- Proactive, detail-minded and able to work efficiently within tight schedule and multi-task oriented; and
- Proficient in MS Office applications, Chinese word processing and Cloud System, etc.

Interested candidates are invited to submit application letter indicating his/her suitability to fill the above position(s) with full resume, present and expected salary, date of earliest availability to recruit@sidebyside.org.hk.



(All information provided will be kept as confidential & only be used for recruitment related purposes)

(Registered Company Name: The Society of Rehabilitation and Crime Prevention, Hong Kong
(Incorporated with limited liability by guarantee))