

Recruitment of Contract Post

Executive Officer (Wan Chai)

Key Responsibilities

- To render executive and administrative support to the Senior Management team of Mental Health and Employment Service, eg. co-ordinate and organise meetings and activities, gather information and explore available resources, prepare budget and various correspondence, reports and presentation materials; take minutes and follow-up after the meetings, etc;
- To provide administrative support in planning, development and implementation of initiatives at Agency or Service Branch levels and also talent development activities;
- To work in collaboration with internal and external stakeholders on related functions and ad-hoc initiatives as assigned;
- To assist in service audit and review, development of policies, guidelines and performance pledges for the management of resources utilisation of related functions, as well as staff talent development;
- To maintain record management system and database ensuring information is well organised and easily accessible; and
- To perform any other necessary duties as assigned by the Seniors.

Requirements

- Post-secondary education, preferably in business administration, communications or related disciplines;
- Strong team player and is able to work in collaboration with others to deliver results;
- Good presentation, organisational, interpersonal and problem solving skills;
- Proactive, attentive to details and is able to work efficiently under pressure and multi-task oriented;
- Fluent written and spoken in both English and Chinese; and
- Proficient in Microsoft Office and work-related software applications.

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
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