

Recruitment of Contract Post

Executive Officer (Wan Chai)

Key Responsibilities

- To render timely executive and administrative support to the Senior Management Team of Head Office including planning, development, and implementation of strategic plans, includes drafting systems/ procedures, and suggesting actions for the operation of the project;
- To work in collaboration with internal stakeholders on related functions and ad-hoc initiatives, includes coordinating and organising meetings and activities, taking minutes and following-up after the meetings;
- To co-ordinate and facilitate cooperation between the Agency, authorities, and other public stakeholders;
- To prepare funding application / proposals for new projects/ programmes as assigned by Supervisor; and
- To gather information and explore available resources for the Management team of the Project.

Requirements

- Bachelor or above in Business Administration, Communications or related disciplines;
- At least 3 years of relevant experience in administering sizeable projects and event management and providing executive support, preferably in a non-profit organisation;
- 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;
- Excellent oral and written communication (English and Chinese) skills; and
- Proficient in PC applications including MS Office and Chinese word processing.

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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