

Recruitment of Contract Post

Senior Executive Assistant (Hung Hom)

Key Responsibilities

- To provide administrative and coordination support in Transitional Housing (TH) Project and the Project Urban Graduation Approach Project to Uplift Poor Households out of Poverty, such as data, statistics and financial entry, staff and service record update and TH events;
- To assist in collaborate with different stakeholders and project partners to enhance the Project resources pool and networks;
- To help to launch the TH Project promotion and recruitment campaigns; and
- To assist in TH related matters and ad hoc assignments upon request.

Requirements

- Post-secondary education, preferably administration, marketing, communications or related disciplines;
- 3 years of relevant work experience;
- Strong commitment to poverty alleviation;
- Identification of the mission, objectives, and intervention strategy of the Urban Graduation Approach in the setting of TH;
- Well-organised, attentive to details and a good team player; and
- Proficient in MS Office, Excel, work-related software applications and Chinese word processing.

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to recruit@sidebyside.org.hk.



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