

Recruitment of Contract Post

1. Employment Liaison Officer (Lai Chi Kwok) (Ref : ELO / RDEP)

Key Responsibilities:

- To promote employment of Ethnically Diverse Group among employers and build up a network of employers by conducting market research on job vacancies, playing promotional visits, hosting employer engagement activities and culturally sensitivity sharing sessions;
- To contact and catch-up with employers to create partnership and provide assistance;
- To host and arrange a wide range of employment-related activities for Ethnically Diverse group, including job fair, recruitment talk, vocational language workshop and workplace visits;
- To communicate and collaborate with Case Managers to facilitate the job matching;
- To manage and update database of employer network and job vacancies, and other administrative work

Requirements:

- Bachelor degree holder in preferably communication or business discipline;
- 2.5 aggregate years or above working experience in providing employment services for Ethnically Diverse Group and networking with employers within recent 5 years;
- Self-driven and proactive with good interpersonal and organizational skills;
- Strong team player and is able to work in collaboration with others to deliver results while can work independently;
- Strong sense in marketing and promotion;
- Fluent written and spoken in both Chinese and English.

Appointment will be made on contract term with staff benefits including training subsidies and 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)

