



Administrative Assistant (Ref: MCW/211218/AA)

CHANGE YOUR FUTURE, AND THE FUTURE FOR CHILDREN IN HONG KONG. JOIN OUR TEAM.

Our staff are creative, collaborative, and willing to do whatever it takes to get the job done. They embody our core values and believe in our vision and mission. If you enjoy a work environment that is challenging, rewarding and making an impact, we invite you to consider a career with Mother's Choice.

Job Responsibilities

Perform office administration duties

- Support clerical needs of cases throughout case journey. Maintaining and updating files, managing correspondence, delivering documents to partners.
- Maintains and updates stock inventory and loan records of the adoption service library
- Coordinate monthly team meeting, matching panel briefing sessions, and departmental staff functions and prepare meeting materials and minutes
- Coordinate with administrative staff of other departments for day-to-day office maintenance and provision of facilities in Adoption Service Department and for the Kwun Tong office. Also liaison with external parties may be required when necessary

Program assistance duties

- Perform participant recruitment, prepare / assist in preparing promotion materials for educational/training programs and execute enrolment procedure
- Assist in planning and organizing adoption educational/training programs and carry out their logistics

Adoption service supportive duties

- Record/database management, prepare statistics and reports for KPIs etc, contributes to development of Impact Measurement
- Develop dashboards and generate reports to track volume and quality of services
- Handle incoming calls, general enquires and information collection for referring case-specific inquiries or about complaints
- Manage on-time delivery of time- and confidentiality-sensitive documents to Adoption Unit of Social Welfare Department
- Manage service needs for volunteers, recruitment, briefing and supporting volunteers
- Perform other related duties as required

Job Requirements

- University graduate with minimum 2 years of office management experience;
- Well organized, multi-tasking and sensible numerical skills, together with an ability to build amicable interpersonal relationship and communication;
- Proactive, mature and enjoys working in a fast-paced environment
- Proficiency in Excel, Access, Words and Chinese word processing;
- Good written and verbal English and Chinese.
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount
- Includes some weekend and evening work

To Apply

Interested candidates should send a cover letter and full resume quoting the job reference number (Ref: MCW/211218/AA) and expected salary to Assistant Director . Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email hr@motherschoice.org; fax 2525 7445

Personal data collected will be used for recruitment purposes only. Applicants who do not hear from us within two months may consider their application unsuccessful. Mother's Choice is committed to diversity and inclusion and is an equal opportunity employer.

About Mother's Choice

Mother's Choice is a local charity serving the many children without families and pregnant teenagers in Hong Kong. We join hands with our community to give hope and change the life stories of vulnerable girls and babies. Our vision is to see every child in a loving family.