



Executive Assistant (Ref: MCW/040219/EA)

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.

Position Description

The position will provide high quality secretarial and administrative support to the Chief Executive Officer (CEO), and ensure the smooth running of the Chief Executive Office. Act as a point of contact between the CEO and people from both inside and outside Mother's Choice. Project a professional organization image through in-person, email and phone interaction.

Key Responsibilities

- Responsible for a broad variety of administrative tasks including but not limited to managing calendars of appointments; completing expense reports, composing and preparing correspondence; arranging agendas and compiling documents for meetings; and managing data and filing;
- Maintain confidentiality, exercise discretion and confidentiality with sensitive data/information;
- Draft and produce report, presentation, proposal, meeting minutes, and follow up on assigned action items;
- Ensure all documents are prepared in company style and format with accuracy, and in a timely manner;
- Communicates directly and on behalf of the CEO with Board members, donors, employees, and others as directed;
- Coordinate meetings and strategic activities such as conference, event, training, speaking engagement, and department meeting of CEO's direct report departments;
- Support annual and strategic planning process, and help with some event management;
- Organize and maintain Co-Founder's diary and make appointments for internal/external meetings;
- Arrange travel, accommodation, itineraries and visa applications for overseas trips for CEO and Co-Founder;
- Handle personal errands for CEO and Co-Founder such as school applications, kids activities, bill payments, insurance renewal & claims, domestic helpers, visa applications and making appointments etc.; as well as their home maintenance;
- Handle expenses claims and reimbursements for CEO;
- Manage CEO's database of contacts in Salesforce, and keeping track of CEO's meeting and contacts;
- Handle Leave management of Directors;
- Assist in office reception duties such as answering general telephone line, checking info@motherschoice.org email account and reply/refer emails to relevant parties;
- Perform other duties as and when necessary.

Requirements

- Degree in Business Administration or equivalent;
- At least 5 years relevant working experience
- Strong communication and interpersonal skills in a multi-culture environment;
- Excellent organizational skills, multi-task, able to anticipate needs and prioritize work;
- Able to analyse and present materials clearly and concisely;
- A calm and positive personality, trustworthy, discretion and good understanding of confidentiality issues;
- Proactive, energetic self-starter and self-motivated team player;
- Bilingual in Chinese and English, fluency in both written and verbal English is essential;
- Proficiency in MS Word, PowerPoint, Excel and other Microsoft Applications;
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount.

To Apply

Interested candidates should send a cover letter and full resume quoting the job reference number (Ref: MCW/040219/EA) 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

母親的抉擇 Mother's Choice



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.