



Administrative Assistant (Ref: MCW/300419/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.

Responsibilities

- Responsible for mailing and courier services, daily supplies and stationary ordering, meeting room arrangement;
- Answer general hotline and being receptionist at Monty in a professional manner;
- Handle petty cash for Monty;
- Schedule and coordinate organization van booking;
- Handle office administrative duties, including but not limited to:
 - distribute keys and company chops;
 - coordinate staff name card requests;
 - update staff contact list regularly;
 - arrange and renew annual regulatory licenses/ certificates,
 - arrange annual fire drills for Borrett and Monty;
- Take inventory of fixtures and furniture accurately;
- Maintain accurate electronic appliances master list for inventory and maintenance;
- Arrange monthly family luncheon including meal orders and venue setup etc.;
- Provide support in major events across the organization, including but not limited to annual staff party, annual walkathon, Gala Dinner Flag Day, etc.;
- Assist with other duties as required.

Requirements

- “ Higher Diploma or above;
- “ Proficiency in written and spoken English and Chinese
- “ Hands-on experience of MS Excel, Word and PowerPoint
- “ Strong collaboration in working effectively and co-operatively with internal and external parties.
- “ Detail-orientated and able to work under pressure
- 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/300419/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.