



## Senior Officer, Facilities and Administration (Ref: MCW/07082020/SFAO)

**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.

### Key Responsibilities

- Manage all round office administration including but not limited to handling payments, procurement of office supplies, contract renewal of equipment maintenance, insurance & license; timely update inventory report with analyzing and maintain up-to-date filing system;
- Focus on system projects such as Policy & Procedure, Document Management etc.
- Supervise sub-ordinates such as workman, cook etc. and out sources contractors
- Coordinate with other functional units for storage space and inventory control
- Perform regular premises inspection and make sure all building services and equipment are comply with government ordinance
- Assist and support to Mother's Choice's events and activities
- Assist in the annual planning and budget, and control expenses
- Perform other duties as assigned by department head

### Requirements

- Diploma or above in Business Administration or related disciplines;
- At least 5 years working experience with minimum 3 years in a similar capacity
- Excellent administrative, organizing and interpersonal skills
- Pro-active, problem solver and able to work on own initiatives
- Familiar with Microsoft Office Applications and Chinese Word Processing
- Proficiency in written and verbal communications skills in both Chinese and English
- First Aid certificate would be an advantage;
- 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, full resume quoting the job reference number (Ref: : MCW/07082020/SFAO) and expected salary to Assistant Director, Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email [hr@motherschoice.org](mailto: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.