



Administrative Assistant, COO Office (Ref: MCW/210610/AA_COO)

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 Operating Officer (COO) and his/her deputy (DCOO). The primary responsibilities of this role are to maintain the COO and DCOO's schedules, carry out administrative tasks, coordinate with internal and external stakeholders, and provide secretarial support to projects and committees. He/she must 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 contact lists; answer phone calls;
- Effectively handle COO and DCOO related activities and communications with a high degree of professionalism, accuracy and confidentiality.
- Act as a point of contact between the COO, DCOO and people from both inside and outside Mother's Choice, communicate directly and on behalf of the COO/DCOO with Board members, donors, staff and others as directed;
- Welcomes visitors, answers and screens questions and meeting requests directed to the COO office.
- Manages external contacts; proactively understanding who they are and keeping track of responses and communications needed.
- Works closely and effectively with the COO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- May manage a variety of special projects for the COO
- Organizes and maintains file system and files correspondence and other records.
- Coordinate meetings both ad hoc and recurring, including departmental meetings, committee & board related meetings, cross department trainings, external speaking engagements, etc. Prepares agenda and record minutes of selected meetings.
- Assist with some events management including conferences, offsites, training, speaking engagements, team and annual dinners.
- Draft and produce reports, presentations, proposals, edits meeting minutes, and follow up on assigned action items;
- Enter data as needed into our technology platforms including but not limited to Salesforce, HR, Document Management systems as required;
- Arrange travel and meal reservations as required;
- Ensure operation of equipment prior to meetings calling on IT and other resources as needed.
- Must exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to balance multiple priorities.
- Can work independently on projects and must be able to work under pressure at times. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline assigned.
- Maintain confidentiality, exercise discretion and confidentiality with sensitive data/information;
- Perform other duties as and when necessary.



Requirements

- Degree holder in Business Administration or equivalent;
- At least one years' relevant work experience
- Excellent organizational skills, multi-task, able to anticipate needs and prioritize work
- Exceptional time management skills
- Strong communication and interpersonal skills in a multi-culture environment;
- Able to analyze and present materials clearly and concisely;
- Mature and cheerful personality, trustworthy, discretion and good understanding of confidentiality issues;
- Proactive, energetic self-starter and self-motivated team player, and be positive under adverse circumstances and with high competence of resilience;
- Bilingual in Chinese and English, fluency in both written and verbal English is essential;
- Proficiency in MS Word, PowerPoint, Excel and other Microsoft Applications; Social platform savvy
- Salesforce experience 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/210610/AA_COO) 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.