



Administrative Assistant, Facilities & Administration (Ref: MCW/210716/AA_FA)

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

- Acts as a receptionist, welcomes visitors, handles incoming calls and general enquires and directs request to appropriate team members.
- Staff catering support including order and arrange delivery for company activities.
- Assists in managing the cook's schedule, cook's leave update and lunch menu update (Only for Mid-Levels Office).
- Assists in operations of In-kind donation with major duties in inventory / goods handling including stock take, maintains an updated inventory list and records of goods received / assignment, makes logistic / delivery arrangement and responsible for re-order level update & report.
- Assists in event support including but not limited to various coordination, checklists and paperwork, if any.
- Handles incoming and outgoing mails, invoices checking and handling and prepares reports when needed.
- Processes procurement and purchase: fill in "Purchase Requisition Form", "Cash & Cheque Requisition Form" and assists in getting quotations for equipment, materials, water, office supplies and stationary including name cards and company envelopes.
- Takes part in internal logistic arrangement with / without a company van.
- Manages filing system for both hardcopies and DMS.
- Provides administration support in issuing staff access cards, setting access right, keys keeping and updating telephone lists (Only for Mid-Levels Office).
- Handles / assists in handling incident and general housekeeping issues.
- Assists in coordination of the checking for Safety, Health and Hygiene.
- Liaises with the management office of Legend Tower (Only for Kwun Tong Office).
- Coordinates with different departments in Kwun Tong Office for schedules / arrangements of cleaning services, equipment repairs and maintenance. (Only for Kwun Tong Office)
- Handles and arranges small-scale repairs and maintenance.
- Other duties to be assigned by the supervisor.
- Offices located in Mid-Levels and Kwun Tong.

Requirements

- Certificate / Diploma holder in related disciplines;
- 2 years of administrative working experience preferred;
- Good command of written and spoken English and Chinese;
- Skills in Chinese Word Processing, MS Office applications (including Word, Excel, and PowerPoint);
- Excellent interpersonal and communication skills;
- Able to multitask and work with a tight schedule;
- A team player with positive personality and good organizational skills;and
- 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/210716/AA_FA) 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.