



## Administrative Assistant, Foster Care Services (Ref: MCW/210709/AA\_FCS)

**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 provides full range of administrative support to for the smooth operation of Children Service Case Management, enabling the frontline staff to serve the vulnerable children and families more efficiently and effectively.

### Key Responsibilities

- Support the casework team and the program team with data collection via E-Case Management (ECM) system, prepare monthly/quarterly impact measurement report
- Coordinate monthly team meeting and departmental staff functions, prepare meeting materials and minutes
- Monitoring and responding to post, phone and e-mail enquiries and other communications;
- Coordinate with other departments for day-to-day operations and liaise with external parties as necessary
- Maintain and monitor key inventory system and record storage;
- Managing the filing and storage of paper/electronic documents and communications
- Maintain budgeting and finance system for Children Services by administering petty cash, managing spending log, processing invoices and receipts
- Manage leave records
- Perform any other duties as required

### Requirements

- University graduate with minimum 1 year related working experience
- Open-minded, willing to learn, non-judgmental to individuals in crisis
- Good communication and organization skills with multitasking ability
- Proficient in verbal and written Chinese and English
- Proficient in Microsoft Office: Outlook, Word, Excel, PowerPoint
- Knowledge in graphic design software or platforms (e.g. Photoshop, Illustrator, Canva) a definite 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/210709/AA\_FCS) 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.