



Administrative Assistant (Ref: MCW/221111/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.

Position Description

Mother's Choice seeks an Administrative Assistant for supporting the smooth operation of Youth Services and Pregnant Girls Services, enabling the frontline staff to serve the youth community, especially those at-risk of or facing crisis pregnancy, more efficiently and effectively.

Reporting to the Assistant Manager of Youth Services, the ideal candidate should have a deep commitment to Mother's Choice vision of every child in a loving family, a genuine interest in serving the youth community and strong organization skills.

Key Responsibilities

1. Team operation support

- Support the casework and program team with data collection via E-Case Management (ECM) system, prepare monthly/quarterly impact measurement report
- Support the initial connection program for youth facing crisis pregnancy by responding to enquiries through hotline, WhatsApp and email
- Work in collaboration with different departments on the day-to-day operation as and when necessary (i.e. assets management, in-kind donations and facility management and maintenance) to support smooth coordination of projects and initiatives involving Youth Services
- Assist to formulate policy and procedures for new initiatives

2. General administrative duties

- Coordinate monthly team meetings and departmental staff functions, prepare meeting materials and minutes
- Manage the reception of Youth Services (including greeting clients and visitors, monitoring enquiries from different channels, triaging mails and deliveries)
- Maintain the budget and finance system of Youth Services by administering petty cash, managing spending log, processing invoices and receipts
- Maintain and monitor key inventory system and record storage
- Manage filing and storage of paper/electronic documents and communications
- Manage leave records
- Perform any other duties as required

Requirements

- University graduate with 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
- Experience working with databases or data managing system is 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/221111/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.