



Officer, Operation (Ref: MCW/230120/OO)

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 is responsible for assisting the Assistant Director of Case Management in strategic planning, budget planning and forecast, and ensure the administration and operation of the Foster Care Service is effectively and efficiently managed.

Key Responsibilities

- Assist the Managers in strategic planning, budget planning and forecast, and ensure the administration and operation of the Children Services is effectively and efficiently managed
- To monitor and support the development of case management systems with clear workflow and procedures
- To ensure that duties are undertaken in compliance with all relevant policies, regulations and legislation.
- Supporting the Managers/Senior Program Officer with data collection, prepare monthly/quarterly statistical report and analysis and develop impact measurement tools.
- To work with staff to establish, and then periodically review, clearly defined and measurable outcomes for Children Services.
- To ensure the team adhere to the SQS & Quality assurance standard of Mother's Choice;
- Maintain and monitor key inventory system and record storage;
- Managing the filing and storage of paper/electronic documents and communications;
- Monitoring and responding to post, phone and e-mail enquiries and other communications;
- Recruitment and coordination of volunteers who provide back office support such as office administration;
- Coordinate meetings, prepare meeting materials and minutes
- Coordinate with other departments for day-to-day operations and liaise with external parties as necessary;
- Other ad hoc assignments as required

Requirements

- Degree holder in Business Administration with minimum 2 years related working experience
- Proactive, mature and enjoys working in a fast-paced environment
- Good interpersonal and communication skills
- A self-starter, well organized and able to multi-task, work effectively under pressure and with tight deadlines
- Proficiency in both written and verbal English and Chinese
- Hands on Microsoft Applications and Chinese Word processing
- 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/230120/OO) 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.

母親的抉擇
Mother's Choice



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.