



**Part-time Workman**  
(Ref: MCW/20230330/PTWM)

**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**

1. Disposal of garbage and waste for two office buildings:
  - Coordinate with contract cleaning to ensure the cleanliness and tidiness of the offices, public areas, drainages, as well as outdoor garden including sweeping leaves
  - Ensure the food and kitchen waste is disposed properly and timely to maintain a safe and hygienic workplace/living environment
2. General repair and maintenance works:
  - Diagnose problems and fix faulty devices/equipment to building facilities across different offices
  - Handle equipment installation and conduct preventative maintenance to improve and ensure smooth office operation
  - Ensure sufficient supplies for normal office R&M items e.g. light pipes, bulbs, screws, adaptors and other repairing tools
3. Offer event support:
  - Assist logistic support of event material packing, delivery and transportation
  - Support venue set up for different kinds of events, such as set up outdoor tents, banners, tables and chairs, projectors and screen, microphones, venue decoration, etc.
4. Provide emergency incident support:
  - Assist to react during emergency situations such as water leakage, electrical/alarm short circuits, etc.
  - Contact related vendors for initial assessments
5. Perform general labor duties (i.e. moving furniture, equipment and storage items, cleansing of equipment and appliances)
6. Assist in delivering office supplies and documents between different office locations and other daily operation needs
7. Any other ad hoc tasks as assigned

Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount.

**To Apply**

Interested candidates please send a full resume , expected salary, and available date to Assistant Director, Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; or email to [hr@motherschoice.org](mailto:hr@motherschoice.org)

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.



## 兼職職工

( 職位編號: MCW/07092018/CCH\_WM )

改變你的未來，亦為香港的孩子改變未來。請加入我們的團隊。

我們的員工充滿創意、互相合作，並竭盡所能完成工作。他們肩負著我們的遠景和使命，體現我們的核心價值。如你享受一個充滿挑戰性、富有意義及能影響社會的工作環境，我們誠意邀請你加入我們。

1. 協助處理兩個辦公室地點的垃圾及棄置物品：
  - 保持辦公室、公眾地方、排水喉管及戶外花園的整潔，包括清掃落葉，清理淤塞的渠道等，及與相關承辦商或部門接洽跟進處理事宜
  - 定時妥善處理食物和午膳後廚餘，維持工作及宿舍環境衛生及安全
2. 一般維修保養工程：
  - 維修損壞或有故障的設備及室內外設施，判斷問題根源
  - 協助一般設備安裝，視察並作出預防性的保養工作，改善和確保各方面設施運作暢順
  - 確保存備足夠的維修用具，例如光管、燈泡、螺絲、轉換插及其他相關工具等
3. 機構活動支援：
  - 協助包裝及運送活動物資
  - 協助活動場地佈置擺放及拆卸，包括戶外帳篷、廣告畫布、枱檯、投影機、屏幕、擴音器、場地裝飾等
4. 支援緊急事故安排：
  - 於遇上漏水、電器/警報器短路等緊急情況下提供協助支援
  - 聯繫相關供應商進行初步事故評估
5. 處理一般體力勞動的工作 ( 例如搬動傢俱、設備和存儲物品、清潔設施或設備)
6. 按日常運作需要，協助運送各辦公室用品及日常內部往來文件
7. 機構指派的其他工作

必須與「母親的抉擇」共同承擔以維護兒童安全及保護兒童為首的決心。

有興趣者請將履歷、要求薪金及可到職日期電郵至 [hr@motherschoice.org](mailto:hr@motherschoice.org) 或 郵寄至中環半山波老道 10 號「母親的抉擇」人力資源部收 或 致電 3915 5710 查詢。

申請人所提供的資料將予保密及只作招聘有關職位用途。如於遞交申請後兩個月內仍未獲通知，即是次申請未獲考慮。本機構將要求所有準僱員進行性罪行定罪紀錄查核。