



Impact Measurement – Administrator/ Data Analysis (3-6 Months Contract) | (Ref: MCW/20230523/IMDA)

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

- Assist in preparing various reports for impact measurement. Which involves:
 - Downloading from our database
 - Consolidating data into excel workbooks
 - Liaising with our various service teams to collate data
- Validating and checking data and working with teams when inconsistencies are found
- Assist in drafting KPI definitions to be used to create a glossary for our Impact measurement data
- Some work in our visualization software Qlik may be required
- Accessing data from our database – Salesforce
- Supporting preparation for meetings related to Impact Measurement
 - prepare powerpoints, help with coordinating room/ online meetings
- Support the IM and IT Team in ad hoc projects and administrative tasks

Requirements

- Must be meticulous and accurate with strong attention to detail, a self-driven learner and a good team player
- Interested in administrative, ensuring data integrity and good record-keeping, proven experience will be an added advantage
- Ability to follow through the completion of processes and work independently
- Proficient in Microsoft Excel, PowerPoint
- Experience with Salesforce or data visualization software such as Qlik, Tableau, PowerBi would be an advantage but not required
- Commit to keeping confidential information to protect our employees, clients and supporters
- Must be fluent in English
- 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

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.