



Senior Officer, Facilities & Administration

(Ref: MCW/20240523/SOFA)

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

Central administration:

- Division's petty cash management such as handling claims and applying for the reimbursement with Finance department.
- Staff catering such as managing the cook's schedule and catering support / order / delivery for agency-wide staff activities e.g. festival parties & annual dinner.
- Participating / assisting in event support including equipment and furniture handling as well as logistic / administration matters.
- Establishing and implementing the practice on hospitality with visiting / calling guests / clients e.g. reception and phone answering practice (both remote and onsite).
- Assisting in Division's evaluation such as determining the method of survey, content and preparations of survey materials.
- Assisting in review, revise / write up of facilities and administration's policy and procedure.
- Assisting in setting goals of in-kind donations (second-hand) as well as maintaining the authorized receipt / assignment and records.
- Assisting in inventory management such as executing order of receive / assignment / transfer, establish re-order level, maintain records and reporting.
- Assisting in the department's annual planning and budgeting, where applicable.

Facility and building management:

- Assisting in executing plans of repair and maintenances.
- Hygiene standard review and checking.
- Safety & health status checking.

Communications within Operations division (IT, F&A and Finance Departments):

- Take part in: objective progress and final reporting, ad hoc tasks progress and final reporting, where applicable.
- Reporting of the responsible KPIs and F&A service evaluation, where applicable.
- News update in related area.

Other irregular duties and tasks:

- Incident and emergency handling.
- Assisting in various projects that may come up in the future e.g. resources planning project, procurement and vendor assessment system.

Other tasks assigned by supervisors.

Requirements

- Degree holder in related disciplines or tertiary education in relevant fields with longer relevant experience;
- Relevant experience in central administration, facility or property management;
- Minimum 5 years relevant working experience with 3 years in similar capacity;
- Good command of written and spoken English and Chinese;
- Skills in Chinese Word Processing, MS Office applications (including, Word, Excel, PowerPoint);
- Excellent interpersonal and communication skills;
- Ability to cope with pressure and work under tight schedule (occasionally);

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- Good team player with good organization and project management skills;
- 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.