



Administration Coordinator

(Ref: MCW/20241209/AC)

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

Responsible for welcoming all guests and visitors positively and warmly. Execute all administrative tasks to the highest quality standards. You will be main point of contact for Child Care Home employees, providing administrative support and responsible for conveying organizations internal and external messages.

Key Responsibilities

- Welcomes visitors by greeting them, in person, handle incoming calls and general enquires and direct request to appropriate team members
- Maintains security by monitoring visitation list and proper procedures.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations
- Able to support with emergencies and in a timely and effective manner
- Manage conference room/interview room reservations, arrangements and set up
- Undertake general administrative duties including
 - Filing, copying and faxing;
 - Collation and distribution of minutes, reports and other documents, handling incoming and outgoing mails;
 - Ordering of equipment, materials and office supplies;
 - Undertake and assist in the recording and processing of invoices, receipts and prepare monthly report, and post children's expenses records;
 - Administer the petty cash system and ensure appropriate and accurate record
- Any other duties as required and assigned by direct supervisor

Requirements

- A diploma graduate is required
- Minimum 1 year of relevant working experience in receptionist duties or office administration
- A self-starter, multitasking and able to prioritize tasks
- Pleasant personality, willing to learn, and enjoys working in a team setting and multi-cultural environment
- Good communication and organization skills
- Proficient 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 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.