



The Hong Kong Girl Guides Association

The Hong Kong Girl Guides Association aims to develop the fullest potential of girls and young women as responsible citizens of the world.

Receptionist

Responsibilities

- Greet and assist visitors in a professional and courteous manner
- Answer and direct phone calls, emails, and general inquiries
- Handle incoming and outgoing mail and deliveries efficiently
- Maintain a clean, organized, and welcoming reception area
- Provide administrative support as required
- Assist with ad hoc projects and tasks as assigned
- Flexibility to work irregular hours, including weekends and public holidays when necessary

Qualifications and Requirements

- Form 5 education or above (HKDSE or equivalent)
- Minimum 2 years of experience in reception or front desk duties
- Additional training in customer service or office administration is an advantage
- Proficiency in Microsoft Office applications (Word, Excel, Outlook)
- Well-versed in Chinese word processing using 倉頡 or 速成 input methods (compulsory)
- Formal training in secretarial studies or business administration is preferred
- Immediate availability is preferred

Please send résumé with Ref. Code and expected salary to hr@hkgga.org.hk or to Human Resources Department, 8 Gascoigne Road, Kowloon. Please mark "Private & Confidential" on the envelope.

Prospective employees are required to undergo Sexual Conviction Record Check.

本會將要求準僱員進行性罪行定罪紀錄查核。

Personal data provided will be used for recruitment purposes only. All personal data of unsuccessful applicants will be destroyed on completion of the recruitment exercise.