



The Hong Kong Girl Guides Association

Centre Assistant (Tung Chung)

Responsibilities:

- Performing reception duties such as answering enquiries and handling incoming calls, emails and faxes; receiving and greeting visitors, members and participants; handling members registration; and updating membership records etc
- Performing general clerical duties such as keeping records and maintaining the filing system in good order; monitoring, controlling and ordering office supplies; maintaining office equipment and facilities; making photocopies; and organizing mailings etc
- Assisting in activity enrollment and implementing programmes and activities
- Assisting in setting up rooms with necessary equipment, tables and chairs
- Handling ad hoc duties and assignments as required
- Work five days per week, with rotating off-days from Monday to Sunday
- Outdoor work is required as per requested
- Centre location: **Tung Chung**

Requirements:

- 5 passes in HKCEE / HKDSEE including English Language, Chinese Language and Mathematics.
- 1 year's relevant experience in organizing activities.
- Pleasant, able to communicate with all levels, work independently and under pressure
- Good command of both written and spoken English, Chinese & preferably Putonghua
- Proficient in MS Office applications **especially Excel & Chinese word processing**
- Guiding experience is an advantage

Please send résumé with date available and expected salary to us by clicking Apply Now.

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 purpose only. All personal data of unsuccessful applicants will be destroyed on completion of the recruitment exercise.