



# The Hong Kong Girl Guides Association

## **Administration & Event Assistant (6-month renewable contract)**

### **Corporate Communications & Fundraising**

#### **Responsibilities:**

- Provide administrative and event-related support as assigned, e.g. souvenir procurement, payment processing, email correspondence, online registration management, filing, etc.
- Assist with event logistics and operation, e.g. Hong Kong Girl Guides Raffle and the Association's 110<sup>th</sup> Anniversary celebrations in 2026.
- Handle post-event tasks, e.g. compiling reports and distributing event materials.
- Handle phone and email inquiries.
- Coordinate with colleagues and vendors to ensure smooth event deliveries.

#### **Requirements:**

- University graduate or above, preferably major in Public Relations, Marketing, Event Management, or Hotel & Tourism Management.
- A strong team player who is mature, organised, attention to details and self-driven.
- Proficient in MS Excel, Word & PowerPoint. Chinese word processing is essential.
- Skills in photography and videography for social media usage is a plus.
- Fresh graduates are welcome to apply.

***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.)***