



The Hong Kong Girl Guides Association

International & Mainland Liaison Officer

Responsibilities:

- Plan, execute and coordinate International and Mainland exchange activities.
- Prepare funding proposal, reports, briefings for exchange activities.
- Liaise with Overseas Girl Guide Associations, youth groups in Mainland and Uniformed Groups in Hong Kong
- Responsible for coordination and secretarial works for teams
- May involve occasional travel and working outside regular office hours to accommodate guest visits from Overseas and Mainland, and exchange activities.

Requirements:

- Bachelor's Degree holder with 2 years relevant experience
- Strong organizational and coordination abilities, with attention to detail and the ability to handle multiple tasks simultaneously.
- Excellent interpersonal and communication skills, with the ability to interact effectively with volunteers and staff.
- Good command of both written and spoken English & Chinese, and fluent Putonghua is a must
- Proficient in utilizing various software, e.g. Microsoft, Adobe, etc.
- Ability to work independently, as well as collaboratively with a team.
- Guiding experience is an advantage.

Please send résumé with date available and expected salary to hr@hkgga.org.hk.

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.)