



The Hong Kong Girl Guides Association

Membership Development Assistant (MDA/RG/1219)

Responsibilities:

- Assist in coordinating and organizing recruitment campaigns, educational events and programs.
- Assist in exploring the potential sponsor-authorities for setting up new units.
- Follow up and implement the recruitment plan which formulated by Membership Development Committee
- Provide clerical and secretarial support.
- To Coordinate ad-hoc assignments and perform other duties as assigned.
- Centre location: Tin Shui Wai.

Requirements:

- Tertiary Education
- At least 1 year's working experience.
- Proficiency in Microsoft Office applications (including Word, Excel and Powerpoint) and Chinese word processing (速成/倉頡).
- Possess basic knowledge of Photoshop and Illustrator.
- Hands-on experience in up-to-date social media tools.
- Good written and spoken English and / or Putonghua will be an advantage.
- May require to work irregular working hours in weekends and public holidays when necessary.

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