



# The Hong Kong Girl Guides Association

## Project Officer (Tung Chung) (5-Day Work)

### Responsibilities:

- Assisting the Centre-In-Charge in achieving the agreed outputs and outcomes consistent with the project plans and budgets.
- Assisting in preparing publicity materials such as leaflets, posters, newsletters and banners and uploading updated news and events onto Girl Guides websites / social media platforms
- Liaising with external parties and/or internal departments as well as coordinating with volunteers for coordinating, organizing, and implementing programmes and activities for the public ranging from children to elderly.
- Preparing materials and documentations for programmes and activities
- Provide administrative and secretarial support to the Centre.
- Answer telephone enquires and perform daily routine administration tasks.
- 5-day work per week with roster arrangements from Tuesdays to Sundays
- Willing to work on evenings, public holidays and outdoor work if required
- Centre location: Tung Chung

### Requirements:

- University Graduate in Business Administration or equivalent
- Experience in the social service sector or NGOs is an advantage
- Proficient in spoken and written English language
- Proficient in Putonghua is preferable
- Well-versed in Microsoft Office and Chinese word processing e.g. 速成 or 倉頡
- Experience in Accounting is a plus
- Able to communicate with all levels of people
- Meticulous, patient and work under pressure

Salary will be commensurate with experience and qualifications. Please send résumé and expected salary to [hr@hkqga.org.hk](mailto:hr@hkqga.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.)**