



The Hong Kong Girl Guides Association

Project Officer (International & China Liaison)

Responsibilities:

- Coordinate & arrange International activities and China exchange programmes
- Liaise with Member Organizations, groups in Mainland and Uniformed Groups in Hong Kong
- Receive guests from overseas and Mainland
- Handle correspondence and prepare document and publications relating to international Guiding and Mainland
- Responsible for coordination and secretarial works
- Travel to Mainland for coordination for China exchange programme may need
- Irregular working hours in weekends and public holidays if necessary

Requirements:

- Degree holder with 2 years relevant experience
- Experience in working with all levels of staff & volunteers
- Self-initiative and able to work independently
- Excellent interpersonal and communication skills with proactive mind
- Good command of both written and spoken English & Chinese, and fluent Putonghua is a must
- Familiar with computer applications: MS Office, Excel, powerpoint, etc
- Guiding experience is an advantage

Salary will be commensurate with experience and qualifications. Please send résumé and expected salary to 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.)