

誠聘合約職位

**Senior Executive Assistant (Hung Hom)**

Key Responsibilities

- To provide administrative and coordination support in Transitional Housing (TH) Project and the Project Urban Graduation Approach Project to Uplift Poor Households out of Poverty, such as data, statistics and financial entry, staff and service record update and TH events
- To assist in collaborate with different stakeholders and project partners to enhance the Project resources pool and networks
- To help to launch the TH Project promotion and recruitment campaigns
- To assist in TH related matters and ad hoc assignments upon request

Requirements

- Post-secondary education, preferably administration, marketing, communications or related disciplines.
- 3 years of relevant work experience
- Strong commitment to poverty alleviation
- Identification of the mission, objectives, and intervention strategy of the Urban Graduation Approach in the setting of TH
- Well-organised, attentive to details and a good team player
- Proficient in MS Office, Excel, work-related software applications and Chinese word processing

本會提供之員工福利，包括進修津貼、住院及門診醫療計劃，工作滿五年後可獲額外僱主強積金供款等。應徵者 請致函註明申請職位和工作地區，並附詳細履歷、要求待遇和到職日期，電郵至 [recruit@sidebyside.org.hk](mailto:recruit@sidebyside.org.hk)。



(申請人所提供的資料將予保密及只作有關招聘用途)

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