



## Recruitment of Contract Post

### Executive Officer (Wan Chai)

#### Key Responsibilities

- To render executive and administrative support to the Buildings and Facilities Management Division, e.g. co-ordinate and organise meetings and activities, gather information and explore available resources, prepare budget and various correspondence, reports and presentation materials, take minutes and follow-up after the meetings, etc.;
- To provide administrative support in planning, development and implementation of initiatives at Agency levels;
- To work in collaboration with internal and external stakeholders on related functions and ah-hoc initiatives as assigned;
- To assist in division's review, development of policies, guidelines and performance pledges for the management of resources utilisation of related functions;
- To maintain record management system and database ensuring information is well organised and easily accessible; and
- To perform any other necessary duties as assigned by the Supervisors.

#### Requirements

- Post-secondary education, preferably in business management, communications or related disciplines;
- 3 years or above of relevant work experience; experience in office administration from NGOs would be an advantage;
- Strong team player and able to work in collaboration with others to deliver results;
- Good presentation, organisational, interpersonal and problem-solving skills;
- Proactive, attentive to details and able to work efficiently under pressure and multi-task oriented;
- Fluent written and spoken in both English and Chinese; and
- Proficient in MS Office and work-related software applications.

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to [recruit@sidebyside.org.hk](mailto:recruit@sidebyside.org.hk).



*(All information provided will be kept as confidential & only be used for recruitment related purposes)*