



香港中華基督教青年會

Chinese YMCA of Hong Kong

Established in 1901, Chinese YMCA of Hong Kong aims to help the youth to develop a holistic character and contribute to the society by providing activities and services in accordance with the teachings of Jesus Christ and the Christian Spirit: “To serve, not to be served”. The Association is now looking for high caliber candidates to fill the following position:

行政助理 (社會工作課程)

Administrative Assistant (Social Work Programme)

Ref: AASWCOC/08/24

Responsibilities:

- Managing classrooms, language laboratories, and library systems; and
- Handling inquiries from new intakes, supporting programme operation across the academic year, overseeing general office operations, and performing other assigned tasks.

Requirements:

- Minimum 5 passes in HKCEE, including English and Chinese OR; Level 2 in 5 subjects in HKDSE, including English Language and Chinese Language or equivalent;
- At least 1 year of work experience, preferably in education-related industry;
- Self-motivated, capable of multi-tasking and able to work under pressure; and
- Knowledge of IT would be an advantage.
- Working location: YMCA College of Careers, Yau Ma Tei

We offer 5-day work with good remuneration and fringe benefits including annual leave, family leave, paid sick leave, marriage leave, compassionate leave, maternity/ paternity leave, study subsidy and medical insurance to the right candidate on contract basis. Interested candidates, please submit your full resume stating the expected salary with reference no. and make attention to the **Human Resources Department** by email to recruit@ymca.org.hk **on or before 20 August, 2024.**

(All information provided will only be used for recruitment related purpose.)