



## 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:

### **Executive Officer (Secretarial Office)**

*Ref: EOSO/12/24*

#### **Responsibilities:**

- Provide secretarial and administrative support services to top management, committee members and board directors.
- Perform administrative tasks to ensure the office running smoothly.
- Liaise and coordinate with internal and external parties.
- Assist in preparing documents for the board, committees and senior management.
- Assist in setting up an electronic filing system that ensure document can be created, shared, organized, and stored efficiently and appropriately.
- Assist in reviewing proposal and organizing proposal submissions when necessary.
- Monitor the accuracy of organization documents with its internal control and relevant rules & procedures.
- Supervise and coach junior staff.
- Perform any other duties as assigned.

#### **Requirements:**

- Have a Bachelor’s Degree, preferably in Business Administration, Management or related disciplines, or equivalent;
- Have five subjects including Chinese and English Language at Level 3 or above in the HKDSE, or equivalent;
- Good command of written and spoken English and Chinese;
- Proficiency in PC skills, such as MS Word, Excel, PowerPoint and Chinese Word Processing;
- Have at least 5 years’ relevant experience in office administration, preferably gained from sizeable NGO; and
- Good interpersonal and communication skills, mature, independent, self-motivated, well-organized, attention to details, high-integrity, confidentiality and with strong sense of responsibility.

We offer 5-day work with good remuneration and fringe benefits including annual leave, family leave, birthday 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](mailto:recruit@ymca.org.hk) on or before **24 December 2024**.

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