



香港中華基督教青年會
Chinese YMCA of Hong Kong

本會天水圍天澤會所現誠聘以下合約職位：

項目助理(特別計劃) Project Assistant (Special Project)

Ref. PJASPTSWTCK/10/24

工作範疇：

- ◆ 負責少數族裔中學生生涯規劃事工的支援工作
- ◆ 服務社區內少數族裔群體項目
- ◆ 文職及接待處工作

職位要求：

- ◆ 香港中學文憑試或中學會考畢業或具同等或以上資歷水平
- ◆ 具策劃活動及義工服務經驗者優先考慮

Responsibilities:

- Assist in implementing career planning activities for non-Chinese speaking students in secondary schools;
- Assist in promoting and implementing activities for non-Chinese speaking individuals in community;
- Perform clerical and reception duties

Requirements:

- Completed HKDSE or HKCEE or equivalent level;
- Working location: Tin Shui Wai Tin Chak Centre

入職薪金可達\$15,180。

The monthly salary will be up to HK\$15,180.

全職合約員工享有年假、生日假、家庭友善假、有薪病假、有薪婚假、有薪喪假、全薪產假及侍產假；福利方面包括門診醫療、住院保險、額外僱主強積金供款及進修資助等。

有意者請將履歷於二零二四年十一月十二日或之前電郵至 recruit@ymca.org.hk。來函請列明要求薪金及申請職位編號。

We offer good remuneration and fringe benefits including paid 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 12 November, 2024*.

(申請人所提供的資料將予保密及只作招聘有關職位用途)

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