



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:

Assistant Clerical Officer (Secretarial Office)

Ref: ACOSO/02/25

Responsibilities:

- Provide full spectrum of administrative and clerical support, including document management, data processing, statistics compilation, reporting, electronic filing, equipment, maintenance, and procurement of office supplies.
- Handle all round receptionist duties including handling phone calls, postal matters, courier servicer, and greeting / serving visitors.
- Handle incoming and outgoing communications, including emails, faxes and correspondence.
- Collaborate with colleagues across departments to ensure seamless administrative support.
- Perform other ad hoc assignments as required.

Requirements:

- Level 2 or above in 5 subjects including Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSE), or equivalent.
- Working experience in office administration, preferably gained from sizeable NGO is an advantage.
- Good command of written and spoken English and Chinese.
- Proficiency in PC skills, such as MS Word, Excel, PowerPoint and Chinese Word Processing.
- 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 on or before **6 March 2025**.

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