



# 新界婦孺福利會有限公司

## Assistant Administrative Officer

### Responsibilities

- Undertake all round Human Resources and administration activities
- Co-ordinate with internal and external parties in meeting arrangement and preparing meeting minutes
- Assist in organizing events and activities
- Handle enquiries from members and public
- Assist in handling membership affairs
- Participate in ad hoc projects/tasks as assigned.

### Requirements

- A degree holder with 3 years of relevant experience. NGOs experience will be an asset
- Good command of written and spoken English and Chinese
- Strong computer literacy, analytical and problem-solving skills
- Team player with proactive personality, excellent interpersonal skills and able to communicate effectively with stakeholders
- Able to work independently, under pressure and tight deadline

*Candidate with more experience may be considered as Administration Officer.*

Interested candidates, please send your resume, along with date of availability, present and expected salary via [recruit@ntwja.org.hk](mailto:recruit@ntwja.org.hk).

*Only shortlisted applicants will be contacted. All personal data collected will be used for recruitment purpose only and will be properly disposed after selection.*