



保良局
PO LEUNG KUK



Po Leung Kuk is a well-established charitable organization in Hong Kong and has been serving the local community for 140 years. The Kuk provides diversified social services including education, welfare and recreation to the general public.

We invite high caliber personnel to fill the following position:

Project Manager (Business Development) (Causeway Bay)

【Post Code : CYS-YEF-PM】

Qualification Requirement

- At least 3 years working experience in managing and executing projects related to start up and innovative social services
- Working experience in corporate or familiar with the needs of young entrepreneurs is preferable
- Fluent in Cantonese, Mandarin, and English
- Good writing skill in both Chinese and English
- Detail-minded, responsible, independent, good communication skills
- Hardworking and able to work under pressure
- Proficiency in PC application in MS Excel, Word and PowerPoint
- Tertiary, preferably in business or event management field

Responsibilities

- In charge of the overall planning, administration, implementation and execution of the Foundation and related innovative social services
- To work with corporate, professional association, public service and young entrepreneurs
- To be responsible in organizing business related activities and trainings, apply various related funding for the Foundation
- 5-day work, occasional shift duty is required

Appointment will be on renewable contract terms. Interested applicants please send full resume with expected salary and email to kitty.yip@poleungkuk.org.hk or post to **Human Resources Department, Po Leung Kuk, 66 Leighton Road, Hong Kong**. For more information about Po Leung Kuk, please visit <http://www.poleungkuk.org.hk/>

Po Leung Kuk is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 6 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment exercise.



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保良局以「醫社連心」為理念，透過醫療團隊及社會服務團隊緊密合作，為服務使用者提供多方位的全人治療。自資營辦兩家綜合診所及四台流動中醫車，為配合醫療團隊的持續壯大和發展，現招聘以下職位：

項目經理 (銅鑼灣)

【職位編號：CYS-YEF-PM】

資歷要求

- 須具管理及執行創業、創新社會服務工作經驗(最少3年)
- 曾於商界工作或熟悉青年創業者需要的申請人優先
- 精通廣東話、普通話及英文
- 良好中、英文書寫能力
- 細心、盡責、獨立、溝通能力強
- 勤力、能於壓力下工作
- 熟悉電腦文書處理軟件，如：MS Excel, Word, PowerPoint
- 需持大專或以上學歷，與商界或項目管理相關者優先

工作

- 負責策劃、管理及執行與青年創業及創新社會服務項目
- 與商界、專業團體、不同公私營機構、青年創業家合作
- 負責策劃、管理及安排青年創業訓練活動及贊寫計劃書
- 五天工作，按服務需要輪值

受聘者將以合約(可續約)方式聘用。申請者請備詳細履歷並要求待遇，電郵至 kitty.yip@poleungkuk.org.hk 或寄 香港銅鑼灣禮頓道 66 號保良局人力資源部收，申請時請註明應徵職位名稱及職位編號。有關保良局資料可參閱本局網頁 <http://www.poleungkuk.org.hk>

一切申請資料絕對保密及只用作招聘有關職位。若六星期內仍未獲通知，即其申請未獲考慮，而申請人之個人資料亦將在完成招聘程序後銷毀。