



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:

Assistant Education Secretary (助理教育主任) (Causeway Bay)

(Ref: GA_AES)

Responsibilities:

- Assist the development of the Kuk's educational services and provide clerical and administrative support to the general affairs section;
- Maintain proper filing system manually and electronically;
- Liaise with affiliated schools and external units;
- Assist in take up new project(s);
- Assist in organize monthly payroll-procedures;
- Under general supervisor processes various documents for storage and retrieval;
- Assist in organize archive files;
- Provide assistance in the transportation of boxed documents;
- Perform other ad hoc tasks as assigned by supervisor.

Requirements

- Degree or above in any disciplines;
- At least 1 year's clerical and administrative experience, ideally in a NGO setting;
- Good command of written and spoken English and Chinese (including Putonghua);
- Strong communication, organizational and problem-solving skills;
- A good team player with a positive attitude;
- Proficiency in PC knowledge e.g. MS Word, Excel, PowerPoint and Chinese word-processing;
- Good data and information management skills will be an advantage;
- Shortlisted candidates will be invited to sit for an English and Chinese proficiency test;
- Immediate available will be an advantage.

Appointment will be on renewable contract terms. Please send your full resume with current and expected salary by email to natalie.chung@poleungkuk.org.hk or by mail to **Human Resources Department, Po Leung Kuk, 66 Leighton Road, Hong Kong** (please quote the reference) on or before **January 31, 2019**. For more information about Po Leung Kuk, please visit <http://www.poleungkuk.org.hk>.

We are 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.