



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:

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

(Ref: Secretary AES)

Responsibilities:

- Providing clerical and administrative support to the secretariat team;
- Support and facilitate the completion of regular reports;
- Assist in organizing meetings, preparing agenda and minutes;
- Liaising with internal departments, affiliated schools and external units;
- Taking up new project(s) and
- Other ad hoc tasks as assigned by supervisor.

Requirements

- A Bachelor's degree or above in any discipline;
- 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);
- High degree of multi-tasking and time management capability;
- Work well under pressure, independent, mature and eager to learn;
- Strong communication, organizational and problem-solving skills;
- A good team player with a positive attitude;
- Proficiency in PC knowledge e.g. MS Word, Excel and PowerPoint, and Chinese word-processing;
- Good data and information management skills is 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.