



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:

Social Secretary

(Ref: SS/FR)

Responsibilities:

- Report to the Manager and assist in providing secretarial and administration support to the Kuk's affiliated associations;
- Develop effective communications with former Chairmen and Board Members of Po Leung Kuk and promote the Kuk's services;
- Coordinate and organize functions for the Kuk's relevant affiliated associations;
- As the Secretariat of affiliated associations, coordinate and organize meetings as well as provide relevant administrative support;
- May need to work in the evening on weekdays and weekends; and
- Any other duties assigned by supervisors

Requirements:

- Degree holder in Public Relations / Marketing / Social Services or relevant disciplines;
- At least 1 year relevant experience serving senior management in sizable organization;
- Highly initiative, tactful, meticulous, problem-solving skill;
- Sociable with excellent communications and interpersonal skills;
- Good command of English, Chinese and Putonghua; and
- Proficient in Chinese word processing, MS Word, Excel and PowerPoint

Please send your full resume with current and expected salary to the **Human Resources Department, Po Leung Kuk, 66 Leighton Road, Hong Kong** or by email plkhrrecruitment@poleungkuk.org.hk. Please quote the reference on the envelope. 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.