



## 香港中華基督教青年會 Chinese YMCA of Hong Kong

Established in 1901, Chinese YMCA of Hong Kong aims to help the youth to develop a holistic character and contribute to the society by providing activities and services in accordance with the teachings of Jesus Christ and the Christian Spirit: “To serve, not to be served”. The Association is now looking for high caliber candidates to fill the following position:

### 行政助理 **Administrative Assistant**

*Ref: AACOC/04/24*

#### **Responsibilities:**

- Providing all aspects of administrative support to the programmes and courses at various levels and modes;
- Providing counter service and answering customer enquires;
- Providing support for the logistics of training courses, events and activities;
- Performing other departmental duties as assigned; and
- Night shift duty is required on a need basis.

#### **Requirements:**

- Minimum 5 passes in HKCEE, including English and Chinese OR; Level 2 in 5 subjects in HKDSE, including English Language and Chinese Language or equivalent;
- At least 1 year of work experience, preferably in education-related and customer service industry;
- Self-motivated, capable of multi-tasking and able to work under pressure; and
- Proficient in Microsoft Office Suite, including Word, Excel, and PowerPoint is required;
- Working location: YMCA College of Careers, Yau Ma Tei

We offer 5-day work with good remuneration and fringe benefits including annual leave, family leave, paid sick leave, marriage leave, compassionate leave, maternity/ paternity leave, study subsidy and medical insurance to the right candidate on contract basis. Interested candidates, please submit your full resume stating the expected salary with reference no. and make attention to the **Human Resources Department** by email to [recruit@ymca.org.hk](mailto:recruit@ymca.org.hk) **on or before 2 May, 2024.**

(All information provided will only be used for recruitment related purpose.)