

Office / Administrative Assistant 辦公室/行政助理

About the post

Reporting to Executive Secretary, Office / Administrative Assistant is responsible for providing back-office support to team.

Main duties 職責

Office / Administrative Assistant will be expected to 辦公室/行政助理需:

- Provide general administrative support including procurement or office supplies, data input, document filing and travel arrangement.
提供一般行政支持, 包括採購辦公室用品、輸入數據、文件歸檔及差旅安排等.
- Perform out-of-office assignments including delivery of documents, going to banks and post offices.
外勤工作, 包括交付文件, 往返銀行和郵局等
- Assist in event preparation and onsite support.
協助活動後勤及現場支援
- Perform other assigned tasks.
執行其他日被委派事務

Requirements 要求

- HKCEE/ HKDSE or above with at least 3 years relevant experience.
中學會考/ 中學文憑試或以上學歷及三年或以上相關工作經驗
- Familiar with MS Word & Excel and Chinese word processing.
熟悉 MS Word & Excel 及中文打字
- Good command of both spoken and written English and Chinese.
良好中、英文對話及懂一般書寫
- Good communication skills, positive working attitude and willing to help.
良好溝通技巧及有積極工作態度

TO APPLY FOR THIS POSITION

Qualified candidates should email their cover letter and CV with contact information to hr@mill6chat.org. 申請人須將詳細履歷電郵至 hr@mill6chat.org

*Information provided will be kept confidential and used for recruitment purposes only. Applicants who are not contacted after **six weeks** may consider their applications unsuccessful.*

所有申請資料只作招聘之用並絕對保密, 如申請人於 6 星期後仍未收到通知, 可視作不獲取錄。