



何鴻毅家族基金

THE ROBERT H. N. HO FAMILY FOUNDATION

Employment Opportunity

The Robert H. N. Ho Family Foundation is seeking a **Grants and Executive Assistant** to join our team through the end of 2019. The position may become permanent in 2020.



A work by Tsang To Chun, student participant of *Through Our Eyes* photography education programme

Principal Duties and Responsibilities

Executive/ Administrative Assistance

- Provide administrative support to the senior executives, including managing calendars; completing expenses claims; composing and preparing correspondence; arranging travel plans and meetings;
- Coordinate and support of internal and external meetings, including note taking and writing of minutes as required;
- Support preparation of board materials, including reports and newsletters;



何鴻毅家族基金

THE ROBERT H. N. HO FAMILY FOUNDATION

- General administrative duties including but not limited to courier and mailing, data input, coordination of database management, control of inventories, logistical support, and other general office tasks;
- Prepare for and receive visitors, answering incoming calls to the general line;
- Support special projects, as needed; and
- Maintain strict confidentiality regarding any sensitive information.

Grants Management Assistance

- Respond to Letters of Inquiries (LOI); route LOIs to appropriate programmes for review; and record submissions;
- Organize and maintain electronic and paper files of grants documents and resources;
- Assist with data entry and record receipt of grantee reports in grants management system;
- Prepare materials for Grants Management Meetings, and other meetings as needed;
- Support team in grant reporting and payment processes; and
- Support special projects, as needed.

Requirements

- Two years related work experience and a strong interest in providing high quality administrative support to senior management.
- Bachelor's degree is preferred.
- Strong communication, interpersonal and organizational skills.
- Good command of spoken and written English and Chinese is a must.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and be team focused.
- Ability to handle sensitive matters with tact and discretion.
- Flexible, energetic and self-motivated.

How to apply

Interested parties please apply in writing to recruit@rhfamilyfoundation.org with full CV, outlining suitability and qualifications for the post, current and expected salary and availability. References may be required for those candidates reaching the interview stage. You may assume your application is unsuccessful if you do not hear from us before 30 June 2019.

All personal data provided by job applicants are used only for recruitment purposes and will be treated confidentially. Unsuccessful applications will be properly disposed of within 3 months.



何鴻毅家族基金

THE ROBERT H. N. HO FAMILY FOUNDATION

About the Robert H. N. Ho Family Foundation

The Robert H. N. Ho Family Foundation was established in 2005 with the goal of fostering greater appreciation of Chinese arts and culture to advance global learning and to cultivate a deeper understanding of Buddhism in the context of contemporary life. Motivated by compassion and an understanding of the interconnectedness of the world, the Foundation's grantmaking includes initiatives in Hong Kong and internationally.

To learn more about the Foundation's current focus areas and its operating structure, please visit our [website](#).



Sun Xun: *Mythological Time* (2016)
Created for *Tales of Our Time* exhibition
Solomon R. Guggenheim Museum, New York
The Robert H. N. Ho Family Foundation Collection, 2016
© Sun Xun