

# **Executive Assistant / Administrative Assistant**

## **Responsibilities**

- Perform Administrative & Clerical duties to support programs/courses, events/activities of the College, and the daily operation such as assist in handling internal & external correspondence/documents delivery/filing, coordinate on the maintenance of office equipment, assist in meeting room set-up for events;
- Handle business correspondences, monthly reports, minutes, presentation materials
- Handle membership record, data entry, analysis & compile various statistical report
- Handle reception duties, correspondence & documents including filing & record keeping;
- Manage membership activities & event management
- Perform any other duties related to the post as assigned by supervisor(s)

## **Requirement**

- A university degree or equivalent within min. 3 years relevant experience in office administrative, preferable related to NGOs ;
- Literate in computer applications, that is Microsoft Word, Excel, Chinese Word Processing & other software are preferred;
- Proficiency in both written & spoken English & Chinese, & preferably with fluency in Putonghua/Mandarin;
- Good team player & interpersonal skills;
- Able to work independently & proactively

## **Working Time**

- 5 days per week, from Monday to Friday, 9 am – 6 pm, willing to perform shift duties

## **Salary**

- 13K – 15K

## **Contact person / Contact No.**

Mr. CHEUNG / Tel : 2572 9255

## **Application method**

Interested parties please send your resume with indication of your current and expected salaries to the Chairman of Administrative Committee, College of Nursing, Hong Kong by email to [cnhk1964cnhk@yahoo.com.hk](mailto:cnhk1964cnhk@yahoo.com.hk) on or before 15 Feb 2020.

Information provided will be treated in strict confidence and used for recruitment purposes within our College, privacy of personal data of the applicant will be ensured with security.