

(1) Executive Assistant (2-year contract) (Ref.: EA/ 14022019)

Responsibilities:

- Provide high-quality administrative support to the day-to-day operations and administration of the office, including maintaining filing system, record keeping, prepare various correspondence, minutes taking and follow-up actions;
- Coordinate the publications of the College;
- Handle membership record, data analysis and compile various statistical reports;
- Perform any other duties related to the post as assigned by the supervisor(s).

Requirements:

- A university degree or equivalent with minimum 3 years' solid administrative experience, preferably related to NGOs;
- Good command of both written and spoken English and Chinese with fluency in Putonghua;
- Good command of computer skills including MS Word (English and Chinese), Powerpoint and Excel, etc.
- Good team player and interpersonal skills; independent and self-motivated with strong sense of responsibility, solution-oriented;
- Irregular working hours as required;
- Immediately availability is preferred.

Shortlisted applicants will be invited to sit for a language proficiency test.

(2) Education Officer (2-year contract) (Ref.: EduO/ 14022019)

Responsibilities:

- Provide support for the planning & development, implementation and review of academic programmes;
- Liaise with external training organizations regarding accreditation, academic quality assurance and assist in internal or external audit exercises;
- Provide secretarial support to committees/working groups;
- Perform any other duties related to the post as assigned;

Requirements:

- Tertiary education or equivalent with knowledge and experience in continuing education and/or academic quality assurance work; a minimum of 3 years supervisory experience, preferably related to training programmes in NGOs,
- Competence in MS Word, Excel, Powerpoint and Chinese word processing;
- Good command of both written and spoken English and Chinese with fluency in Putonghua;
- Independent and self-motivated with strong sense of responsibility, good organizational and interpersonal skills; creative & attentive to details;
- Irregular working hours as required;
- Immediately available is preferred.

Shortlisted applicants will be invited to sit for a language proficiency test.

(3) Clerk / Executive Assistant (2-year contract) (Ref: CK/ 14022019)

Responsibilities:

- To provide administrative and clerical support to the event management and members' activities, handling registration and fees collection, logistic support;
- To manage membership databases, poster making and web-based communication;
- To assist in the event promotion and coordination. Shift duty as required.

Requirements:

- School Certificate holders possessing 5 passes including English and Chinese or higher qualifications;
- Minimum 2 years' experience in relevant administrative or related duties is preferable;
- Fluent in both written and spoken Cantonese and English, knowledge of Putonghua;
- Proficiency in MS Office (Powerpoint, Word, Excel) and Chinese word processing; knowledge of using Photoshop and Dreamweaver software will be an advantage but not a must;
- Detail-minded, well-organized and good team spirit, work independently;
- Applicants with high qualification or more experience will be offered the post of Executive Assistant.
- Working experience in NGO and immediately available is preferred.

Shortlisted applicants will be invited to sit for a language proficiency test.

(4) Clerk (Ref: CK/ 14022019)

Responsibilities:

- Reception counter service, handling inquiries, coordination of training courses, e.g. liaison, enrollment, handling payment, promotional material, data entry and filing. Post-secondary education with 3 years working experience preferable in NGO or training centre with good team spirit and interpersonal skill.

Requirements:

- School Certificate holders possessing 5 passes including English and Chinese or higher qualifications;
- Minimum 2 years' experience in relevant administrative or related duties is preferable;
- Fluent in both written and spoken Cantonese and English, knowledge of Putonghua;
- Proficiency in MS Office (Powerpoint, Word, Excel) and Chinese word processing; knowledge of using Photoshop and Dreamweaver software will be an advantage but not a must;
- Detail-minded, well-organized and good team spirit, work independently;
- Working experience in NGO and immediately available is preferred.

Shortlisted applicants will be invited to sit for a language proficiency test.

APPLICATIONS FOR POSTS 1, 2, 3 & 4:

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 on or before 28 March 2019**. Personal data provided by the applicants will be strictly used for the recruitment purpose only.