



COLLEGE OF NURSING, HONG KONG 香港護理學院

Job Vacancy: Executive Assistant (Ref: EA/Jan/2018)

Duties:

The appointee will be required to:

- (1) Assist in management of the day-to-day operations and administration of the office;
- (2) Provide secretarial support to committees;
- (3) Manage membership activities, events and website of the College;
- (4) Handling membership record, data analysis and compile various statistical report;
- (5) Coordinate the publications of the College
- (6) Perform any other duties as assigned by the supervisor(s)

Requirements :

- (1) A university degree or equivalent with minimum 3 years solid administrative experience, preferably related to NGOs;
- (2) Good command of both written and spoken English and Chinese with fluency in Putonghua.

Preferred Attributes :

- (1) Effective communication skill and a good team player;
- (2) Independent and self-motivated with strong sense of responsibility;
- (3) Strong PC skills in general office administration such as MS Word (English and Chinese), PowerPoint and Excel etc. Knowledge in design softwares (Adobe InDesign, Photoshop, and Illustrator etc.) will be advantage;
- (4) Experience in event management will be advantage.

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

Application:

Interested parties please send your resume with indication of your current and expected salary by email to cnhk1964cnhk@yahoo.com.hk to Chairman, Administrative Committee, College of Nursing, Hong Kong by 15th February, 2018. Personal data provided by applicants will be used strictly for recruitment purpose only. Applicants not invited to attend an interview by 29th March, 2018 may assume that their applications are unsuccessful.