



香港護理學院

COLLEGE OF NURSING, HONG KONG

1. Executive Assistant (2 posts)(Ref: EA/Mar/2018)

Duties:

The appointee will be required to:

- (1) Perform administrative and clerical duties to support the daily operation and project of the College;
- (2) Handle membership record, data entry, analysis and compile various statistical report;
- (3) Handle reception duties, correspondence and documents including filing and record keeping;
- (4) Manage membership activities and event management
- (5) Perform any other duties related to the post as assigned by supervisor(s).

Qualifications:

Applicants should:

- (1) A university degree or equivalent with minimum 3 years solid administrative experience, preferable related to NGOs;
- (2) Good command of computer skills including Chinese and English word-processing; use of excel and other software are preferred;
- (3) Good command of both written and spoken English and Chinese, and preferably with fluency in Putonghua;
- (4) Good team player and interpersonal skills;
- (5) Able to work independently and proactively.

2. Executive Assistant (Accounts) (Ref: EA-Accounts/Mar/2018)

Duties:

The appointee will be required to:

- (1) Handle daily accounting duties, salary and MPF calculation
- (2) Handle correspondence and documents including filing and record keeping;
- (3) Perform data entry, data analysis and compile various statistical reports;
- (4) Perform administrative and clerical duties to support the daily operation and project of the College;
- (5) Perform any other duties related to the post as assigned by supervisor(s);
- (6) Immediate available is preferred.

Qualifications:

Applicants should:

- (1) F5 or above passes in HKDSE including English Language and Chinese Language or equivalent, with LCC (intermediate) level is preferred;
- (2) Good command of PC in general office administration such as MS Word (English and Chinese), Excel and PowerPoint;
- (3) Hardworking, well-organized and attentive to details;
- (4) Minimum 1 year relevant experience;
- (5) Immediate available is preferred.

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 **13th April, 2018**.

Personal data provided by applicants will be used strictly for recruitment purpose only. Applicants not invited to attend an interview by **30th April, 2018** may assume that their applications are unsuccessful.