

ADMINISTRATIVE OFFICER / COORDIANTOR

The Administrative Officer is a full-time permanent position who will work hand-in-hand with the Administrator to provide operational support to maintain the efficient and smooth running of the office and the program teams.

The Administrative officer is expected to

- Take charge of the general administrative duties including banking, procurement, payment processing, inquiries handling, logistical support and scheduling;
- Liaise with internal and external parties on payment settling, and maintain good record entries of payments processed;
- Assist in generating month-end and year-end reports;
- Maintain an orderly working environment for the team;
- Monitor office supplies inventory and place orders for replenishment when needed;
- Develop and maintain an organized filing system;
- Support the program team to ensure the programs are delivered in a timely and professional manner
- Coordinate communications content (e.g. social media, monthly newsletter, website content)

If you are:

- Passionate about working in NGO and enjoy working with students;
- A F.5 graduate/diploma holder with a minimum of 1 year of relevant work experience, preferably in NGOs / education sector (candidates with less experience will be considered for the Administrative Coordinator post);
- Good at written and spoken English and Chinese;
- Proficient in Microsoft Word, Excel, Powerpoint, and Chinese wordprocessing;
- Proficient in PC skills, including MS Word, Excel, PowerPoint, Chinese word processing;
- Experienced in event management, program coordination, and leading student groups will be an advantage;



- Self-motivated, hard-working, with excellent time-management skills and the ability to prioritize and organize work;
- A team player who are able to work in a fast-paced environment.

Kids4Kids Limited 童協基金有限公司

16A, Tak Lee Commercial Building, 113-117 Wanchai Road, Wanchai, Hong Kong 香港灣仔灣仔道113-117號得利商業大廈16樓A室



+(852) 3618 6810



+(852) 3568 4880



info@kids4kids.org.hk



www.kids4kids.org.hk