



Alice Ho Miu Ling Nethersole Charity Foundation

雅麗氏何妙齡那打素慈善基金會

Founded in 1887, we are a non-governmental organization (NGO) committed to the development and provision of quality holistic health care service to the community of Hong Kong. With a staff team of about 250 members, we are providing elderly service, chaplaincy ministry, outreaching rehabilitation service, an institute promoting holistic health and holistic care, and cancer survivorship care project, etc. We are now looking for a high-calibre person to join our Central Administration Office (CAO):

Administrative Executive (Salary range: HK\$17,200 to HK\$35,080)

Key Responsibilities

To provide support on communications and community relations, and service and/or project development, including but not limited to the following:

1. administrative and logistic support for the production of publications and promotional materials, event management, fundraising activities, maintenance of homepage and social media fanpage, maintenance of Hospital Museum and staff welfare programmes, IT management, purchase and procurement; and
2. coordinate meeting proceedings, e.g. meeting coordination and logistics, compilation and dispatch of papers.

Requirements

1. Diploma in Communications / Public Relations / Business Administration or related discipline;
2. At least 3 years of relevant working experience;
3. Distinct attributes and abilities: self-motivated, detail-oriented, well-organized, interpersonal and communication skills, a good team player and capable in multi-tasking;
4. Good command of both written and spoken English and Chinese;
5. Proficient in MS Office, graphic design and video editing tools (e.g. Adobe Creative Suite, Canva, etc.); and
6. Practical knowledge in IT management, social media platforms and web page maintenance will be a definite advantage.

Interested parties please send application with detailed resume and expected salary to the Human Resources and Administration Manager, Central Administration Office, Alice Ho Miu Ling Nethersole Charity Foundation, Room J/7/29, Alice Ho Miu Ling Nethersole Hospital, 11 Chuen On Road, Tai Po, New Territories **on or before 15 April 2025 (Tuesday)**, under confidential cover. Please mark on envelope the post of the job applied for.

(Personal data collected would be used for recruitment purpose only)