

香港文化古蹟資源中心

Hong Kong Resource Centre for Heritage

Executive Assistant to the Board of Directors and Chief Executive
Hong Kong Resource Centre for Heritage Limited

Job Description

- Provide all-round support to the Board of Directors and Chief Executive on daily operations of the Centre.
- Perform general office administration functions, including maintenance and procurement of equipment and office supplies, etc.
- Perform the human resources functions, including staff recruitment, salaries and benefits and maintain accurate human resources records and documentation.
- Liaise with the project managers for general support including recruitment and procurement execution, etc.
- Develop and implement policies, procedures and systems in administration and human resources areas to streamline operations and enhance efficiency.
- Ensure the policies and procedures comply with the employment ordinance and related legislation.
- Perform any other duties assigned by the Chairperson of the Board of Directors and the Chief Executive.

Requirement

- A recognised university degree, or equivalent.
- At least three years of relevant administrative experience, preferably in a non-profit organisation.
- Knowledge of intangible cultural and building heritage is preferable.
- Good command of spoken and written English and Chinese.
- Strong organisational management, communication, interpersonal skills and flexibility.
- Positive attitude with the ability to work independently and as part of a team.
- Good computer literacy, including Microsoft 365

How to Apply

Interested parties please send your resume and expected salary to hr@hkrch.org.