



Recruitment of Contract Post

Executive Assistant (Wan Chai)

- To provide general administrative and clerical duties, including handle document filing and data input; handle incoming and outgoing mailing and courier, etc; support colleagues to handle other general office administrative work and ensure efficient operation of the office;
- Secondary school graduate, fluent in both written and spoken Chinese and English;
- At least 2 years of office administration experience with basic computer operation knowledge; and
- Patient, detail-minded with good communication and problem-solving skills.

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to recruit@sidebyside.org.hk.



(All information provided will be kept as confidential & only be used for recruitment related purposes)