



## Recruitment of Contract Post

### Administrative Assistant (Chuk Yuen) (Ref : AA / ReBond)

- To take a reception role and handle general enquiries from the public and service users;
- To handle project administrative works;
- To assist in preparing, editing, and formatting service documents, guidelines, and standard operating procedures;
- To assist in designing and printing out newsletter, poster and leaflet;
- To handle minor purchase, document delivery and to maintain office equipment and facilities; and
- Secondary school graduate; Post-Secondary education preferred

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](mailto:recruit@sidebyside.org.hk).



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