



香港觀塘有信街 2 號
2 Yau Shun Street, Kwun Tong, Hong Kong
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電郵 Email: rmh@rmhc.org.hk
網址 Website: www.rmhc.org.hk

RMHC HONG KONG Administration Assistant

RMHC Hong Kong is a fast-growing organization looking for passionate talents to join. The mission of RMHC Hong Kong is to create, find and support programs that directly impact the health and well-being of seriously sick children and their families that we have served for over 27 years and worldwide for 49 years. We provide a 'home away from home' accommodation and 'family-centered care' services to ensure families stay close together while their child is undergoing hospital treatment.

To fulfil the rising demand for the unique services we provide, we are expanding from a 23-room Ronald McDonald House in Shatin, to a new and additional 66-room Ronald McDonald House in Kwun Tong. Having been the first chapter of the RMHC global network established in Asia in 1996, we are as committed as ever to providing shelter to those families confronted with the most difficult physical and psychological challenges with a child in serious sickness.

For more details, please visit www.rmhc.org.hk

Report directly to HR and Administration Manager, this exciting job provides an opportunity for one to get involved in a very meaningful project, as well as to extend one's full potential for career exposure and growth.



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Key Responsibilities:

- Provide quality reception service to both internal and external parties.
- Answer, screen and forward incoming phone calls in a professional manner.
- Perform all-round office administration tasks such as documents filling, data entry, regular reports, travel arrangement, etc.
- Provide logistics support including handling incoming mails and courier management.
- Assist in the repair and maintenance arrangement of office equipment and facilities
- Assist in tracking and ordering office supplies and stationery.
- Coordinate the cleanliness within the reception, meeting rooms and office area.
- Provide support to company events or activities occasionally.
- Provide administrative and clerical support.
- Perform other ad-hoc duties as assigned.

Requirements:

- Diploma or above with minimum 3 years' relevant experience.
- Fluent in Cantonese, English and Mandarin .
- Well versed in MS Office applications and Chinese Word Processing.
- Polite, detail-minded with "Can-do" attitude.
- Good communication and interpersonal skills.
- Immediately available is highly preferred.

Interested parties please send your CV with present and expected salary to admin@rmhc.org.hk