

Executive Assistant

The Job

- To provide administrative and secretariat support to the Breast Cancer Research Centre (BCRC), including but not limited to filing, preparing reports, sorting and distributing incoming letters and faxes, ordering stationery, handling outgoing mails and performing data entry, etc.
- To liaise and coordinate with internal and external stakeholders, e.g. colleagues or heads of different departments, volunteers, service providers, etc.
- To perform outdoor works when necessary.
- To carry out any other duties as assigned by supervisor(s).

The Candidate

- Post-secondary graduate in any discipline.
- At least 2 years' administrative or secretarial experience.
- Must be able to demonstrate proficiency in written English and Chinese.
- Strong sense of responsibility, self-motivated, and independent.
- Good inter-personal and communication skills.
- Good computer literacy such as MS Word, Excel, PowerPoint, Chinese word processing.
- Immediate availability is highly preferred.

To Apply

Interested parties, please send your full resume stating salary expectation and date of availability to recruit@hkbcf.org. Consideration of applications will continue until the position is filled.

All information collected will be used for recruitment purpose only and treated with complete confidentiality. The personal data of unsuccessful applicants will be destroyed within six months from the date of applications received.