

Programme Assistant

The Role

To assist Social Workers in planning and implementing survivorship programmes, activities and interest classes to meet the needs of patients, survivors and families.

The Job

- To handle customer duties, enquiries from members and provide administrative support to ensure efficient operation of the Breast Cancer Support Centre.
- To input patients' attendance data and members' information to ensure data of the Electronic Patient Record System is updated for audit review;
- To collect, verify, compile and analyse statistics of volunteer and survivorship programmes for report submission.
- To perform any other duties as assigned by supervisors.

The Candidate

- High Diploma/Diploma graduates; working experiences in NGO is an advantage.
- Proficient in MS Excel, Word and PowerPoint.
- Good command of written and spoken English and Chinese (Cantonese and Mandarin).
- Good interpersonal and communication skills. Able to work independently.
- Have good sense of responsibilities, self-motivated, cheerful, caring and passionate in supporting cancer patients.

To Apply

Interested parties, please send your full resume stating salary expectation and date of availability to recruit@hkbcf.org. 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.