

Patient Support Officer

The Role

Supports the Health Service Officers and Social Workers in implementing breast cancer patients care programmes at both BCSC Centres through high quality of volunteer support to promote patients' well beings after their breast cancer treatment.

The Job

- Supports the implementation of programmes and activities e.g. assistance programmes, interest classes, workshops, etc. for patients/survivors and families to ensure programmes and activities are well managed and run smoothly.
- Supports the promotion, enrolment and delivery of patient groups and health services.
- Provides administrative and secretariat support to team members to ensure efficiency of center operation.
- Organizes, coordinates meetings, workshops, training and minutes taking in order to facilitate effectiveness of the activities.
- Organizes and maintains data and documents are well kept to enhance filing system is updated to tidiness.
- Collects, verifies, compiles statistics for report writing to donors and funding bodies.
- Backs up receptionist duty as necessary in order to ensure efficiency of center operation.
- Organizes regular in-house tidiness team to maintain stores of BCSC are well managed and tidy.
- Performs procurement according to procurement guidelines and policy in order to efficiency of center operation.
- Supports the replenishment of BCSC services and patient education materials to ensure the products are sufficient for center operation.
- Replenishes center supplies inventory of all publication and collaterals with the consultation from Senior Health Services Officer/ Head of BCSC.

The Candidate

- Bachelor's degree from a Hong Kong university or equivalent, working experiences in NGO is an advantage.
- Good general administration skills, minutes writing skills and customer skills
- Proficient in MS Excel, Word and PowerPoint.
- Good command of written and spoken English and Chinese (Cantonese and Mandarin).
- Good problem solving skills, interpersonal and communication skills. Able to work independently.
- Have good sense of responsibilities, self-motivated, cheerful, caring and passionate in supporting cancer patients.
- Cheerful, caring, and passionate about supporting cancer patients.

To Apply

Interested parties, please send your full resume stating salary expectation and date of availability to recruit@hkbcf.org on or before **7 Aug 2026**.

Please note that all information collected will be used for recruitment purposes only and treated with complete confidentiality. We value your interest in the HKBCF, but we regret that only those applicants under consideration will be contacted. The personal data of unsuccessful applicants will be destroyed within six months.