香港乳癌基金會
HK Breast Cancer Foundation

# Senior Administration Officer /
# Senior Human Resources & Administration Officer

## Key Responsibilities & Job Duties

- Manage daily office operations and oversee administrative tasks, including office administration, procurement, insurance and facility management.
- Provide and support all-rounded HR functions, including recruitment, compensation and benefits, performance management, payroll, MPF, taxation and employee relations; assist in the preparation of the annual salary review plan, etc.
- Work closely with department heads and liaise with external organizations for formulate and implement staff training events and activities, as well as internship/student placement arrangement etc.
- Implement, monitor, review, and update HR and Administration policies and procedures, ensuring compliance to HK relevant ordinance and other regulations
- Perform additional duties or ad-hoc assignments as assigned by management.

## Qualifications and Requirements

- Bachelor's degree in human resources management, Administration or related disciplines.
- Minimum 5 years of relevant experiences, experience in NGO is preferrable.
- Well-versed in the Employment Ordinance.
- Self-initiative, work independently, and detail oriented.
- Good interpersonal and communication skills.
- Proficient in both Chinese and English, with strong report writing abilities.
- Proficient in Excel, Word and PowerPoint; familiar in HRIS operation is advantageous.

## To Apply

If you are interested in this position and meet the requirements outlined above, please send your application stating your current and expected salary, and date of availability to recruit@hkbcf.org on or before 30 October 2026.

Please note that all information collected will be used for recruitment purposes only and treated with complete confidentiality. We value your interest in 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.