



## Recruitment of Contract Post

### Temporary Senior Executive Assistant

#### Key Responsibilities

- Render executive and administrative support to the Seniors of Crime Prevention and Health Education Service Branch, e.g. co-ordinate and organize meetings and activities, gather information and explore available resources, prepare budget and various correspondence, reports and meeting / presentation materials; take minutes and follow-up after the meetings, etc;
- Provide administrative support in translating, planning, development and implementation of initiatives for the Service Branch; and
- Perform any other necessary duties as assigned by the Seniors.

#### Requirements

- Post-secondary education with 2 years' relevant working experience preferred
- Proactive, attentive to details and is able to work efficiently under pressure and multi-task oriented
- Fluent written and spoken in both English and Chinese
- Proficient in PC skills including MS Office, Chinese word processing, O365, etc
- Contract period: around 12 months up to 31<sup>st</sup> August 2021

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to [recruit@sracp.org.hk](mailto:recruit@sracp.org.hk)

*(All information provided will be kept as confidential & only be used for recruitment related purposes)*