



香港善導會  
The Society of Rehabilitation and  
Crime Prevention, Hong Kong

## Recruitment of Contract Post

### Senior Executive Assistant (Tsz Wan Shan)

- Render executive and administrative support to the Supervisory or above Staff, as well as cross-units and Ethnic Minority Team, and to perform any other necessary duties as assigned by the supervisors.
- Post-secondary education with 2 years' relevant work experience preferable.
- Good command of written and spoken English and Chinese
- Proactive, detail-minded and able to work efficiently within tight schedule and multi-task oriented.
- Proficient in MS Office applications, Chinese word processing and Cloud System, etc.

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)*