

Post: Temporary Executive Officer (EO) II

Salary: \$30,165

Job

The incumbent will be responsible to carry out the following duties:

1. Assist CP of CCPS in project management including implementation, progress monitoring and reporting of website promotion.
2. Provide executive/secretariat support to Clinical Psychologists to carry out work plans of staff psychological services
3. Provide executive support to designated projects, working groups and committees, etc.

Requirements

1. A university degree or equivalent.
2. Good command of written and spoken English and Chinese.
3. Strong people management and coordination capabilities.

Preferred Attributes/Exposure

1. 2 years of post-qualification experience in administration or office management.
2. Outgoing, be able to work under pressure and multi-tasking.
3. Responsible, self-motivated and able to work independently.
4. Good interpersonal, language and communication skills.
5. Good PC skills including MS Word, Excel, PowerPoint and Adobe Photoshop.

Application Method

Interested parties, please submit your resume via email to Dr Wacy Lui (wacylui@ha.org.hk).

Application Deadline

8 April 2019 (Mon)

Post: Temporary Executive Assistant (EA) I

Salary: \$19,260

Job

The incumbent will be responsible to carry out the following duties:

1. Provide administrative and clerical support to the provision and development of the staff psychological services.
2. Prepare meeting minutes and support to meetings.
3. Assist to develop and monitor the data management system to ensure proper logging of services.
4. Assist in developing psycho-educational/training materials.
5. Support reception counter, general enquiry services; procurement and materials management function of the center.

Requirements

1. A university degree or equivalent.
2. Good command of written and spoken English and Chinese.
3. Proficiency in conducting and reporting the literature review.

Preferred Attributes/Exposure

1. 6 months of post-qualification experience in administration or office management.
2. Outgoing, be able to work under pressure and multi-tasking.
3. Responsible, self-motivated and able to work independently.
4. Good interpersonal, language and communication skills.
5. Good PC skills including MS Word, Excel, PowerPoint, Adobe Photoshop and SPSS.

Application Method

Interested parties, please submit your resume via email to Dr Wacy Lui (wacylui@ha.org.hk).

Application Deadline

8 April 2019 (Mon)