



## **Administrative Manager**

### **Main Responsibilities:**

- Organise the logistics for the board, committees and general meetings
- Manage the HR functions such as payroll calculation, MPF, leave management, etc.
- Prepare internal correspondence / memo / notice / meeting minutes
- Manage various administrative tasks e.g. budgeting, office supplies, etc.
- Handle correspondence / returns with Social Welfare Department and other governmental agencies
- Supervise an administration team of headquarters
- Handle ad hoc assignments and projects as required

### **Requirement:**

- Bachelor's Degree in any discipline or equivalent with secretarial training is preferred
- Minimum 5 years of relevant NGO experience is highly preferred
- Excellent written communication skills both in Chinese and English, proficiency in Mandarin is a plus
- Proficient in PC applications including MS Word, Excel, etc.
- Immediately available is preferred

**Interested candidates should send an application letter and a full CV with expected salary by email to [recruit@yo.org.hk](mailto:recruit@yo.org.hk) by 17 Mar 2023.**

(All information provided will only be used for recruitment related purpose)