

Terms of Reference: Executive Assistant

Who we are

Justice Centre Hong Kong is a non-profit, human-rights organisation working to protect the rights of Hong Kong's most vulnerable forced migrants - refugees, victims of torture, survivors of human trafficking and forced labour.

Launched in March 2014, Justice Centre Hong Kong was formerly Hong Kong Refugee Advice Centre, which over a period of seven years, helped more than 2,000 refugee men, women, and children on the road to a new life. For more information about Justice Centre, please visit www.justicecentre.org.hk.

Position summary

Reporting directly to the Executive Director, the Executive Assistant is responsible for providing high-quality administrative support to the Executive Director for all tasks and projects regardless of size and scope. The Executive Assistant will also be liaising with a range of external stakeholders including board members, business and community leaders.

The successful candidate for this position is proactive, resourceful, detail-oriented, well-organised, and demonstrates good judgement and decision-making skills.

Responsibilities

- Maintain strong communications with the Executive Director
- Manage the Executive Director's calendar, scheduling meetings and conference calls, coordinating with all stakeholders and arranging travel as needed
- Draft and manage the Executive Director's internal and external communications
- Manage logistics for various meetings, including preparing information for use in meetings and organising schedules of multiple participants, including board members
- Serve as liaison to staff
- Coordinate recruitment of open posts and managing on-boarding of new starters
- Maintain HR policies, Staff Handbook and documentation of staff, consultants, interns, and volunteers in accordance with legal requirements
- Support the Finance Manager with month end processes as well as Company Secretarial tasks
- Other duties as assigned

Qualifications

- Excellent interpersonal, written, and verbal communication skills
- Good time management skills, with ability to multi-task and manage changing priorities effectively
- A strong work ethic and positive attitude, with a willingness to be flexible
- A professional and resourceful style with good instincts about when to work independently and when to leverage support from others
- Exceptional attention to detail
- High level of proficiency in Microsoft Word, Excel, and Outlook required; experience with PowerPoint and Salesforce preferred
- Multicultural sensitivity and ability to work with people from different cultural backgrounds and across varying language barriers
- Willingness to learn and develop new skills;
- Fluency in verbal and written English;
- Legal right to work in Hong Kong.

Salary and Benefits

- This is a voluntary role.

Please e-mail your CV and statement of interest to jobs@justicecentre.org.hk with the subject line 'Executive Assistant' by midnight 15th June 2017.

Unfortunately, due to the high level of interest in our organisation, we are only able to reply to shortlisted applicants.