



To eliminate health inequity in societies 消除社會上的健康不公平

醫護行者 Health In Action

Position Title: Administration Officer (Full Time) /Administration Assistant (Part Time) (Ref: 201912AO)

Brief Description of Health In Action:

Health In Action (HIA) is a humanitarian organization with the vision to eliminate health inequity in societies. Our team comprises of multidisciplinary healthcare professionals and we aspire to drive social change through cycles of service, research, and advocacy. We believe health is a fundamental human right and provide support based on health needs, irrespective of race, religion, gender or political affiliation.

Kwai Tsing Community Health Management Hub

Health In action has been running community health project since 2014. New health management hub was established in 2019 and composed of nurses, social worker, dietician, pharmacist, public health worker, professional volunteers and community health ambassadors.

Job Descriptions:

- Responsible for organization's administration and operation duties
- Handle walk-in / phone call / email enquires in a community health management hub
- Handle scheduling and referrals of services
- Hands-on experience in accounting work
- Coordinate promotion, liaison and engagement of the recruitment and service sites
- Assist in communication with clients, caregivers and support groups
- Assist in design and production of service materials
- Perform other administrative tasks as assigned
- Maintain proper and systematic filing
- Assist in carrying out and support organization's projects
- 5-day work, shift duties on weekdays and weekends may be required
- Initiate with 2-year contract and renewable subject to performance and mutual agreement

Qualifications:

- Degree holder with at least 2 year working experience; or Associate degree / Higher Diploma holder with at least 4 years working experience
- Working experiences in Healthcare service or project would be an advantage
- Proficient in MS-Word, Excel and PowerPoint
- Flexible, independent, cheerful, self-motivated, good interpersonal skills and a good team player
- Accuracy and detailed oriented;
- Good command in both Chinese and English
- Applicants with less experience would be considered as Administration Assistant

Application Deadline: 2020/01/20

Please send your resume with expected salary to:

Room 901-902, Millennium Trade Centre, 54-56 Kwai Cheong Road, Kwai Chung
or email to hia@hia.org.hk

The data collected will be used for recruitment purpose only.

Kwai Tsing Community Health Management Hub, Health In Action

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