



Health In Action

Position title: Project Admin. Officer (Ref: 202403PC)

(Full-time, Contract)

Brief Description of Health In Action:

Health In Action (HIA) is a non-profit organization and registered charitable organization in Hong Kong since its establishment in 2011. Our vision is to achieve health for everyone in the society. Our transdisciplinary team includes nurses, physiotherapists, pharmacists, dietitians, nutritionists, social workers, public health practitioners, and health coaches. We aspire to promote a healthy city in Hong Kong through cycles of service, research, advocacy, and nurture.

Brief Description of Health In Action Community Pharmacy:

Health In Action Community Pharmacy is established by HIA and managed by a group of registered pharmacists. We deliver a variety of pharmacy services, including medication dispensing services, personalized consultation services, health talks, and public education. Apart from community pharmacy services, we collaborate with other community organizations, professional bodies, and academia to drive the development of primary care pharmacy service through cycles of “service, research, advocacy and education”. We strive to achieve health equity in society through a medical-social collaboration and transdisciplinary model.

Duties and Responsibilities

- Support office administration including counter reception, clients registration, facilities management, data entry and document management
- Handle service enquiries from clients and the general public
- Support procurement and purchasing duties of the community pharmacy
- Assist in administration associated with information technology platforms and resources
- Assist in the documentation for appointment management, finance, accounting, and service statistics
- Coordinate with other teams on the promotion and logistics of service programs and activities (on-site or outreach)
- Perform other duties related to the service programs and activities as assigned

Preferred Attributes

- Interest in pursuing a career in community health practice or primary care
- Able to work independently, strong interpersonal and communication skills

Qualifications and Experiences

- Good command of verbal and written English and Chinese
- 2-year relevant administrative work experience with Higher Diploma or Associate Degree; or 1-year relevant administrative work experience with Bachelor or equivalent or higher
- Proficient in MS Office especially Word, Excel, and PowerPoint, Chinese and English work processing
- Experience in pharmacy, non-governmental organizations, or patient care setting is a plus

Job Highlights

- Full-time position: 5-day work (45 work hours including lunch)
- Workplace location: Close to Kwai Hing MTR Station (5-minute walk distance)
- We offer a competitive remuneration package including:
 - 15-day annual leave (increasing 1 day per year)
 - Study leave
 - Birthday leave
 - Maternity /Paternity leave
 - Marriage leave
 - Compassionate leave
 - Family care leave
 - Training allowance
 - Medical subsidy scheme

Interested candidates may send their resume, current & expected salary, and the earliest availability to hr@hia.org.hk on or before 30 April 2024, or until the post is filled, whichever is earlier.

Personal Information Collection Statement

Data collected will only be used for application processing. Applicants not contacted by Health In Action within four weeks from the application may assume that their applications are unsuccessful. All personal data collected will be kept for a period of 12 months from the application closing date, and will be destroyed thereafter.