



The Conservancy Association, founded in 1968, is the earliest non-government environmental organization in Hong Kong. As a champion of sustainable development, we are dedicated to the protection of the environment and the conservation of natural and cultural heritage by advocating appropriate policies, monitoring government action, promoting environmental education and taking a lead in community participation.

We are looking for high caliber individuals with passion to contribute to our environmental projects.

Administrative Assistant

Job description:

- Handling all incoming and outgoing courier / mailing
- Answering incoming calls and performing reception duties
- Maintain leave, attendance records and office equipment maintenance
- Provide full spectrum of admin. / secretarial support
- Book-keeping for incoming cheques and cash
- Data input in accounting software system
- Other ad-hoc duties assigned by superiors

Job requirement

- Strong interest in environmental protection and adhere to the Association's mission, vision and core values
- Form 5 or above
- Minimum 1 - 2 years solid administration and accounting experience
- Good command in written and oral English and Chinese (Cantonese)
- Computer literate including MS Word, Excel and PowerPoint
- Willing to work overtime
- Able to work under pressure and meet tight deadlines
- Proactive and excellent interpersonal skills
- Out-door work is necessary and may work on Saturday or Sunday

Interested parties please apply with covering letter, curriculum vitae, current and expected salary, available date and your contact particulars to Ms. Mak: hr@cahk.org.hk (All data collected for recruitment purpose only).