

The Organization

Established in 1965, New Life Psychiatric Rehabilitation Association is a leading non-governmental organisation specialising in mental health. We aim to make a positive difference by advocating for equal opportunities for people in recovery, enhancing their quality of life and moving towards an inclusive society through direct services, social enterprises, mental health education, mutual aid and family support. We currently operate 33 service units and 19 social enterprises serving more than 8,000 persons in recovery every year.

For further details about the Association, please visit its website at <http://www.nlpra.org.hk>

Executive Officer

Responsibilities:

1. To provide full range of administrative support in implementing strategic initiatives and various improvement projects;
2. To be responsible for coordinating and managing projects with respect to renovation and funding applications;
3. To assist in reviewing, formulating and drafting guidelines, procedures, manuals, management audit system, etc.;
4. To prepare proposals, reports, manuals, correspondences, etc.;
5. To liaise with internal and external parties and stakeholders; and
6. To perform ad hoc tasks or any other duties as assigned.

Requirements:

1. A recognized University degree or equivalent with at least 3 years of working experiences, preferably in administration or project management;
2. Self-motivated, well-organized, detail minded, able to handle multi tasks, work independently and under pressure;
3. Excellent command of written Chinese and English;
4. Good communication and interpersonal skills;
5. Proficient in general office software application; and
6. Applicants with less experience will be considered for the post of Executive Assistant.

Applicants are invited to forward a cover letter and a resume to **the Human Resources Manager, New Life Psychiatric Rehabilitation Association, 332 Nam Cheong Street, Kowloon** by post, by fax 3552 5398 or by email recruit@nlpra.org.hk. Applicants who are not contacted within 2 months should consider their application filed for future reference.

Personal data provided by applicants will be used strictly for recruitment purpose and will be destroyed upon completion of recruitment exercise.