

HONG KONG AIR CADET CORPS

Headquarters

MEMO

From : CO
Ref : GR21_023
Tel : 2712 8900
Fax : 2715 6944

To : All Members

Date: 30 December 2021

Internal Staff Recruitment

Applications are now invited from serving senior members for the following post:

Administrative Manager

Requirements: Candidates should (a) have a university degree; (b) have at least five years of work experience on administration/management; (c) have hands-on working knowledge on office automation software application systems, including word processing, spreadsheet and presentation; and (d) have Grade C or above in Use of English and Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE); or Level 5 in English Language and Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent.

The successful candidate will be appointed Officer-in-Charge of the Headquarters Administration Team and responsible for liaison with senior management as well as internal and external parties, providing secretarial support to committee meetings, and supervising supporting staff. The appointee should be outgoing, independent, self-motivated, mature, meticulous and committed, possess good understanding of people dynamics with outstanding interpersonal skills and management experience, excellent command of written and spoken English and Chinese (including Putonghua), able to work under pressure and outside office hours. Knowledge in company secretarial practice and facilities management would be an advantage. Candidate with less experience may be considered for the post of Assistant Administrative Manager.

Salary: Negotiable

Normal work pattern is 10 am to 6:15 pm on weekdays, and one Saturday from 10 am to 6 pm every month. Overtime work will be required. Depending on operational needs, the candidate is expected to perform shift duty or duty hours which may not necessarily coincide with office hours.

Shortlisted candidates will be required to undergo a written examination and an interview. Salary offer will be commensurate with qualifications and experience.

Applications: Please forward your application with full CV, quoting reference “HKACC-AM” to The Staff Officer, Hong Kong Air Cadet Corps, Sung Wong Toi Road, Kowloon or by email to recruit@aircadets.org.hk. Closing date is **7 February 2022**.

All personal data collected will be used for recruitment purpose only. Applicants not contacted within eight weeks from the closing date may assume their applications are unsuccessful. The Corps reserves the right to offer different terms of appointment. All personal data supplied will be destroyed within six months.