



The Zubin Foundation is looking for an Office Manager.

About The Zubin Foundation

The Zubin Foundation is a registered charity committed to improving the lives of Hong Kong ethnic minorities by reducing suffering and providing opportunities. For more information, see www.zubinfoundation.org

Office Manager (full-time and office-based)

Reporting to the Senior Office Manager & PA to CEO, the Office Manager will be responsible for providing and maintaining effective operation of office administration functions as well as supporting other ad-hoc projects as requested.

Key Responsibilities

- Provide and maintain effective operations of office administrative functions including facilities, preparation of reception and meeting rooms, logistics arrangements, stationeries supply, office equipment procurement and maintenance, etc.
- Manage and negotiate with external vendors.
- Coordinate with different teams using the office and meeting spaces.
- Provide support in scheduling.
- Propose and implement contingency plans for office operation and office safety.
- Support communications with donors, sponsors, guests, volunteers, and interns.
- Perform other ad-hoc tasks as requested.
- Schedule team meetings.

Requirements

- 5 years' work experience in related fields of administration, secretarial, personal or executive assistant roles.
- Self-motivated, strong organisational skills and attention to detail
- Proficient in Microsoft Office, in particular, Microsoft Word, Excel, and PowerPoint.
- Proficient in English and Chinese, both spoken and written.
- Demonstrated commitment in charity or volunteer work.
- Spoken Urdu, Hindi, Pashto, Tagalog or Nepalese would be an advantage

Apply Now:

Interested applicants are to send a cover letter and email to info@zubinfoundation.org with the subject, Office Manager, clearly marked. Deadline date is Friday, 12 May 2023.

Only successful candidates will be contacted. The Zubin Foundation is an equal opportunity employer.