

Looking to work in a dynamic environment alongside highly energised, highly motivated, innovative and collegiate colleagues who are passionate about their work? If you are strategic, energetic, highly organised and passionate about the advancement of women and girls, we may have a job for you. From time to time, we post job openings and opportunities that come up with TWF so it's worth coming back to check. We would also be happy to hear from you at any time if you want to register your interest in a possible job with us - please email your CV to [hr@twfhk.org](mailto:hr@twfhk.org). We will keep your interest and details confidential.

We currently have the following vacancy:

## **EXECUTIVE ASSISTANT**

### ***Job Description:***

You will report directly to the CEO and assisting with her responsibilities and duties as required. You will also be responsible for carrying out a wide range of duties, including but not limited to:

- providing administrative support for TWF's programmes as required, handling logistics work to ensure smooth operation of the Programme, including event registration, attendance records, survey and feedback forms, and so forth;
- managing the filing system and website updates for the Programme, as well as maintaining and providing detailed reporting on the running of the Programme from time to time;
- liaising with the Steering Committee for the Programme including convening meetings, preparing minutes and meeting documents, and providing regular updates;
- assisting project work, fundraising, office administration and support to TWF Leadership team as required

### ***Requirements:***

- Bachelor's degree
- Highly organised
- Proficient in Word, Excel and Powerpoint
- Excellent written and oral communication skills
- English language proficiency with Cantonese a plus
- Project management, marketing and event experience a plus

### **TO APPLY:**

Interested candidates should send their curriculum vitae with details of their professional and academic background, two referees, availability and expected salary to [hr@twfhk.org](mailto:hr@twfhk.org) by **January 23, 2018**.

*TWF is a committed Equal Opportunities Employer. Data collected will be used for recruitment and other employment-related purposes only.*