

Recruitment advertisement for Executive Assistant



Hong Kong College of Radiologists

is now seeking a capable individual to fill the post of

Executive Assistant

(2-year contract with 15% gratuity)

Requirements:

- A recognized university degree holder.
- At least 2 years' administrative or secretarial working experience is preferable.
- Experience in organising conference, exhibition or event management and minutes taking.
- Fluent in both written and spoken English and excellent command in Chinese.
- Proficiency in computer skills, MS Office applications and presentation software.
- Good presentation, communication and interpersonal skills. Strong sense of responsibility, self-motivated, well-organized and able to work independently and perform under pressure.
- Immediate availability is an advantage.
- **Short Term contract will also be considered.**

The incumbent will assist in co-ordinating and organising various educational, academic & administrative functions of the College, and perform any other duties as assigned. Working outside normal office hours and on weekends may be required.

Persons interested please send covering letter, full resume, exam results and expected salary to the **Hon. Secretary, Hong Kong College of Radiologists, Rm 909, HKAM Jockey Club Bldg., 99 Wong Chuk Hang Road, Aberdeen** or by email to hr_recruitment@hkcr.org **before 28 June 2019**. Initial appointment will be made on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement.