**Human Resources and Administration Officer**

Mind HK is a fast-paced, quick-growing mental health charity, with the mission to ensure

that no one in Hong Kong is facing a mental health problem alone. Since our launch in

November 2017, we have trained nearly 3,000 people on mental health awareness, have

over 50,000 users per month on our website, and regularly engage with hundreds of

thousands of Hong Kongers through our campaigns.

We are seeking an individual who is comfortable working in a dynamic and changing environment to manage our Human Resources and Office Administration. This individual will form a central role to the organisational processes of the charity.

The applicant should be bilingual (Cantonese, English), with a strong interest in mental

health. We are interested in hearing from candidates from all vocational backgrounds.

**Job description**

* Comprehensive all-round HR support
* Creation and management of contracts and agreements with staff, volunteers, consultants and other stakeholders of Mind HK
* Liaison and management of agreements with vendors and partner organisations
* Assisting COO and Programmes Manager with staffing-related processes
* Routine office administration tasks, including coordination with vendors, answering phone calls, responding to general emails, triaging requests to other staff members, and filing
* Assistance with administration of Mind HK’s training programmes and other events
* Ad hoc tasks as required

**Requirements**

* Minimum 5 years of all-round HR and administrative experience, preferably with comprehensive knowledge of labour law and guidelines
* Experience working in NGO sector a plus
* Detail-minded, self-motivated, with strong sense of responsibility, and a good team player
* Pro-active, able to work independently and multi-task
* Good command of written and spoken English and Chinese (Cantonese)
* This position is based in Hong Kong.

Interested parties can email: [hr@mind.org.hk](mailto:hr@mind.org.hk) with availability date and salary expectation