

Programme / Administrative Assistant (Youth Programme)

Mind HK is a fast-paced, quick-growing mental health charity, with a vision to ensure that no one in Hong Kong has to face a mental health problem alone. Since our launch in November 2017, we have trained over 25,000 people in mental health awareness, have an average of 50,000 users per month on our website, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is looking for a dynamic and detail oriented Administrative Assistant to join our new youth programme. The role will play a crucial role in providing comprehensive administrative support to the entire program. You will report to the Head of Program and Executive Officer and work with a range of team members.

Job Responsibilities:

- Assist the entire program team in various administrative and operational tasks.
- Assist in project documentation and coordination tasks.
- Collaborate with the Communications and Events team and Youth Engagement team to support events.
- Provide support in HR tasks, including recruitment, onboarding, and maintenance of staff records.
- Assist in maintaining accurate financial records.
- Provide support in procurement activities within the program team.
- Any other ad hoc and administrative duties assigned by the organization.

We are looking for someone:

- Associate degree or higher in a relevant field.
- Fresh graduates are welcome.
- Good communication and interpersonal skills.
- Good written and verbal communication skills in English and Cantonese.
- Organized, detail-oriented and able to maintain accuracy in tasks.
- Willingness to learn and collaborative mindset.

Terms:

Full Time (5 days per week); three years contract, renewal subject to review at contract end.

Salary and Benefits:

The starting salary for this position is between 16,068 HKD- 19,088HKD depending on the level of experience and competencies (according to our internal point system). Annual increment is based on our salary structure.

Mind HK provides 7-hour work days (flexible between allocated times), 5 days per week (FT staff). In addition, employees receive up to 22 days of annual leave, plus quarterly mental health days, as well as contribution to the Mandatory Provident Fund. Our staff benefits also include clinical staff regular check-ins and staff wellbeing activities.

We are a learning organisation and offer development and well-being opportunities throughout the year, including training programs. Finally, we have a hybrid working model and remote working policy in place, allowing flexibility in working locations within Hong Kong, and outside Hong Kong for certain periods. Please note that all benefits are based on current company policies and may be updated from time to time.

Mind HK is an equal opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions. Should you require any support or accommodations during the interview process, please do not hesitate to specify your needs in your application or reach out to us directly. We are committed to ensuring a fair and accessible recruitment process for all candidates.

Application:

To apply for this position, please email hr@mind.org.hk with a brief statement of interest and motivation, CV, dates of availability, salary expectation, and level of proficiency with written and spoken Chinese (Cantonese: required) and English.