



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of **ADMINISTRATION OFFICER**

With Save the Children HONG KONG

Nov 2021

WHO WE ARE

Save the Children is the world's leading independent organization for children. We believe every child deserves a future. In Hong Kong and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children, every day and in times of crisis, transforming their lives and the future we share.

Building on our 100 years' experience of bringing communities, civil society, governments, businesses and donors together, Save the Children ensures children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

Save the Children Hong Kong is part of the Save the Children global movement, which is made up of 30 member organisations, operating in around 120 countries.

Are you passionate about helping children in Hong Kong and around the world? Join us in inspiring breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives!

ADMINISTRATION OFFICER

SCOPE OF ROLE

The focus of this role is to upkeep our office tidy and clean in order to provide a pleasant environment to employee working in the office and external parties visiting us. This role handles office administration, procurement and vendor management, liaison with external vendors, e.g. IT vendors for IT support enquiries, and administration support to Finance team.

Reports to: FINANCE MANAGER

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

KEY AREAS OF ACCOUNTABILITY:

Receptionist and Office Administration

- Perform general reception duties including greeting / welcoming guests, donors and visitors in a professional and polite manner
- Responsible for maintaining the tidiness of reception area, meeting room and store room to ensure the facilities are presentable at all times
- Responsible office administration support including but not limited to liaison with external parties e.g. building management office, office cleaning vendors, IT vendors, distribution of mailing and documents, meeting room booking

- Handle record of office administration and IT & AV equipment inventory, office and pantry supplies, office equipment repairs, office safety & security, admin expenses monitoring and maintenance and office admin service agreement renewal
- Provide support to all employee on business travel arrangement i.e. hotel booking, purchase of travel insurance, relevant logistics support
- Proactively participate and provide logistics and coordination support to organization activities such as event and staff activities
- Maintain office policies and procedures to ensure information is up-to-date, and assist to develop, implement/streamline the process to achieve efficiency
- Assist the team with basic IT related tasks such as coordinating with IT support staff and external vendors on related IT issues

Finance Administration

- Maintain and update the fixed assets register and petty cash record on a monthly basis
- Manage the procurement of office supplies and pantry supplies
- Coordinate with Finance Team on all procurement payments and vendor service renewal on a timely basis
- Provide ad hoc administrative and clerical support, e.g. mailing and deposits cheques, to the Finance Team

QUALIFICATIONS

- Diploma holder in Office Administration, Business Administration, Secretarial Studies, or related disciplines

SKILLS AND EXPERIENCE

- At least 2 year relevant experience in administration, receptionist, or guest relations ambassador
- Able to work under minimal supervision, solve problems resourcefully and efficiently and hold a “can-do” attitude to challenges and changes
- A good team player who is able to work alongside with colleagues at all level
- Good interpersonal skills and service-oriented
- Excellent communication and language skills in written and spoken English and Chinese
- Proficiency in MS Office applications, knowledge of Chinese word processing is a plus
- Strong interested to work for good cause serving the children in the community

COMPETENCY FRAMEWORK

Leading:

- Leading and inspiring others
- Delivering results
- Developing self and others

Thinking:

- Problem solving and decision making
- Innovating and Adapting
- Applying technical and professional expertise

Engaging:

- Working effectively with others
- Communicating with impact
- Networking

APPOINTMENT TERMS

This post is on a full time basis.

Don't miss the opportunity to have career success and fulfilment while you deliver change for children to attain the right to survival, protection, development and participation.

We need to keep children safe so our selection process, which includes background checks, reflects our commitment to the protection of children from abuse. Candidates at the final stage of recruitment process may be requested to undergo Sexual Conviction Record Check by the Hong Kong Police. If you refuse to undergo the check, we have the right not to consider your application.

Interested parties please send full resume, including your current & expect salary and date of availability to hkcareers@savethechildren.org. Personal data collected will be used for recruitment purpose only.