



Founded in 1983, we are a non-profit making organization that provides intensive and well-rounded multi-disciplinary early intervention and therapy services to pre-school children with special education needs aging between 0 to 6 years old. Our commitment is to help them to achieve their full potential at the earliest possible age.

We welcome passionate individuals in joining Watchdog family to be one of us!

Watchdog Early Education Centre

Administrative Officer

Major Responsibilities

- Assist the Executive Director and Centre In-charge in all administrative tasks of the Centre
- Support Centre In-charge on the daily operation of the Centre with matters on our services (e.g., creating/updating children's schedule, parent meeting arrangements)
- Communicate with parents on scheduling, absence leaves, and services update
- Perform customer reception services, including greetings and addressing to enquiries from different stakeholders, including teachers, parents, and children, etc.
- Manage and keep up to date all cases information on the required platform and in central file
- Arrange and monitor housekeeping for the Centre

Requirements

- Matriculated with secretarial or administrative background, or Degree holder
- Minimum 3 years' relevant experience, with 1 to 2 years from NGO/Education field an advantage
- Fast-paced, multi-tasking, result-driven with strong sense of responsibility, quality improvement
- Diplomatic and tactful with effective communication and interpersonal skills
- Good command of both English and Chinese (oral and written)
- Proficiency in Excel reporting and Power Point preparation as well as Chinese word processing

Interested parties, please apply with a detailed resume stating current and expected salary to Executive Director, Watchdog Early Education Centre, G/F, 12 Borrett Road, Central, Hong Kong and email to coppt@watchdog.org.hk.

Collected information is kept strictly confidential for employment-related purpose. Applicants who have not received our feedback within 3 months can consider the applications as unsuccessful. Unsuccessful applications will be properly disposed.