



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.

## Watchdog Early Education Centre

### Administrative Secretary

- Secondary education or Diploma in Administration, Secretarial or related discipline with minimum 2 years' relevant experience
- Experience in NGO-Education/Training field an advantage
- Primarily responsible for administrative and reception services as well as Centre's operational support, like class scheduling, data reporting
- Multi-tasking, and good communication and interpersonal skills
- Pro-active and highly organized to build a hygienic, neat, and orderly workplace
- Good command of both English and Chinese (oral and written)
- Proficiency in Word, PowerPoint, and Excel reporting as well as Chinese word processing

Interested parties, please apply in Word format with a detailed resume, stating current and expected salary to HR Manager and send it to [coppt@watchdog.org.hk](mailto:coppt@watchdog.org.hk).

Collected information is treated in strict confidential and is only served for recruitment-related purpose for a period maximum to 3 months. Applicants who have not received our feedback within 3 months can consider the applications as unsuccessful. Unsuccessful applications will be properly disposed within 6 months.