

Executive Officer - iACT

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 Executive officer to join our iACT programme. The role will play a crucial role in providing comprehensive administrative support to the entire program. You will report to the Head of Programme and work closely 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 Mind HK HR & Adm team and program team members to ensure all HR-related processes and documentation align with Mind HK requirements.
- Support HR and Admin tasks within the project team, including recruitment, onboarding, and staff records.
- Work closely with the Mind HK Finance Manager and program team members to ensure financial and procurement processes and documentation align with funder and Mind HK requirements.
- Maintain accurate financial records and support procurement activities within the project team.
- Ensure seamless coordination and execution of administrative aspects for various events.
- Handle any other ad hoc duties assigned by the organization.

We are looking for someone with:

- A recognised degree or above is required.
- Minimum of 2 years of experience in administrative support roles. Preferably has experience working with the HK Government and/or NGO.
- Good written and verbal communication skills in English and Cantonese.
- Strong administrative and organizational skills.
- Proficient in project documentation and coordination.
- Experience in Financial accounting support is preferred.
- Event support capabilities for both large-scale and specific program-related events.

Terms:

Full Time (5 days per week, Monday to Friday, 10am-6pm); one and half year contract, renewal subject to review at contract end.

Salary and Benefits:

The starting salary for this position ranges from 20,004HKD - 24,455HKD, depending on the level of experience and competencies, in alignment with our internal point system. Annual increments will follow our structured salary framework.

Mind HK offers a 7-hour workday (with flexible hours within allocated time slots), 5 days per week for full-time staff. Our hybrid working model allows flexibility in working locations within Hong Kong, and for limited periods, outside Hong Kong.

Employees are entitled to up to 22 days of annual leave, quarterly mental health days, and medical insurance. As a learning organization, we provide development and well-being opportunities throughout the year, including up to 2 days of study leave and various training programs. Additional benefits include regular check-ins from clinical staff and staff well-being activities.

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.

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.