



## Alongside Limited

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**Job Title:** Administrative Officer (Full-time / Part-time)  
**Location:** Hong Kong

### About Us:

Alongside is a social enterprise committed to providing end-of-life services and support to the LGBTQIA+ community. We are looking for a skilled Administrative Officer to ensure smooth operations and compliance with regulatory requirements, as well as provide essential administrative support to our CEO's office.

### Position Overview:

The Administrative Officer will oversee project administration, financial record-keeping, and office management. This role includes coordinating internal communications, handling procurement, and supporting human resources functions, making it crucial to the successful operation of our organization.

### Job Description:

1. Ensure compliance with funding, legal, and regulatory requirements.
2. Prepare and manage project reports and documentation for internal and external stakeholders.
3. Monitor project progress and maintain accurate and up-to-date records.
4. Perform bookkeeping and financial record-keeping to support budget management.
5. Assist the CEO's office with various administrative tasks.
6. Handle procurement processes and manage vendor relationships effectively.
7. Coordinate internal communications and facilitate meetings.
8. Maintain and organize office files and records systematically.
9. Support HR functions, including employee record-keeping and scheduling.
10. Perform other duties as assigned to support project administration.

### Core Requirements:

1. Bachelor's degree, preferably in Business Administration, Accounting, or a related field.
2. Proficiency in bookkeeping and financial management.
3. Excellent organizational and time management skills.
4. Strong communication and interpersonal skills.
5. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
6. Fluent in Cantonese and English.

### Preferred Requirements:

1. Experience in procurement and vendor management.
2. Familiarity with project management tools and software.
3. Strong problem-solving skills and attention to detail.
4. Ability to work independently and collaboratively in a team.
5. Experience in supporting senior management or executive offices.

### What We Offer:

1. A meaningful role within a supportive and mission-driven organization.
2. The opportunity to make a positive impact on the lives of our clients and community.
3. A collaborative work environment with opportunity for professional growth.

### How to Apply:

If you're organised, detail-oriented, and committed to supporting impactful projects, please send your CV and a cover letter detailing your relevant experience, availability and expected salary to [hr@walkalongside.org](mailto:hr@walkalongside.org) by 14 November 2024.