



Post Title	Administrative Assistant
Report to	Administrative Manager
Job Summary	The Administrative Assistant is responsible for assisting Administrative manager in organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. Providing a wide range of administrative support to Administrative Manager.
Key Responsibilities	<ol style="list-style-type: none"> <li>1. Assist Administrative Manager in developing, updating, and ensuring the accuracy of organization's databases</li> <li>2. Maintain &amp; update the content on organization website</li> <li>3. Maintaining supporters' confidence and protecting operations by keeping information confidential.</li> <li>4. Write and distribute email, letters, faxes and forms</li> <li>5. Order office supplies and inventory management.</li> <li>6. Answer and direct incoming phone calls; sort and distribute incoming mail</li> <li>7. Assist in office and facilities Management.</li> <li>8. Assist in file management</li> <li>9. Assist in organizing and coordinating fundraising events.</li> <li>10. Assist with the coordination of sponsors, donors and participants.</li> <li>11. Assist in coordination meetings.</li> <li>12. Perform other related duties as required.</li> </ol>
Qualifications:	<ul style="list-style-type: none"> <li>• Bachelor's degree or Certificate/diploma in Administration or similar fields</li> <li>• 1 year of work experience in office administration or relevant experience</li> <li>• Organization skills and dedication to complete projects in timely manner</li> <li>• Strong Work Ethic and trustworthy</li> <li>• Willingness to learn and make a positive contribution</li> <li>• Attention to detail and problem-solving skills</li> <li>• Ability to handle confidential and sensitive information with tact and discretion</li> <li>• Advanced computer literacy – MS Office (Microsoft Word, Excel, and Access)</li> <li>• Knowledge of WordPress is required</li> <li>• Excellent oral and written communication skills in English</li> <li>• Strong administrative, interpersonal and communication skills</li> <li>• Self-starter able to work under minimal supervision, multi-task and under pressure</li> <li>• Comfortable following written instructions and working with numbers</li> <li>• Ability to perform repetitive tasks in a consistent and accurate manner</li> <li>• Ability to speak Cantonese or Mandarin will be preferred</li> </ul>
Job Type:	Full-time
How to Apply	If you are interested in the above job opportunity, please send your resume and covering letter to <a href="mailto:hr@acrossuhub.com">hr@acrossuhub.com</a> before September 17, 2021 at 5:00 p.m. (EST)
Other Information	Across U-hub is an equal opportunity employer and welcomes applications from all interested parties. We thank everyone for taking the time to apply; only selected candidates will be contacted. No agencies please.