



The Society for the Prevention of Cruelty to Animals (HK) is now seeking a dynamic and creative individual who wishes to use his/her experience and skills to make a meaningful and vital contribution to the welfare of animals.

Contract Fundraising Assistant (1 year contract) - Indoor

RESPONSIBILITIES

- Responsible for the clerical and administration work to the department
- Assist officers and managers in events and projects
- Handle enquiries, data-entry, filing and records control, project follow up and prepare relevant reports
- Assist in handling ad hoc project

REQUIREMENTS

- Form 7 or above, tertiary education preferred
- Minimum 1 year relevant working experience
- Proficient in PC applications including MS Word, Excel, PowerPoint and Chinese word processing etc
- Good command of both spoken and written Cantonese and English
- Detail-oriented, pleasant personality, good communication skills and self-driven
- Able to work outdoors, in the evenings and on weekends if required
- Immediate availability is preferred

All information collected is for recruitment purpose only. Please submit your full resume to The Human Resources Manager, SPCA (HK), 5 Wan Shing Street, Wanchai, HK or Email to hr@sPCA.org.hk.