



Mighty Oaks Foundation (www.mighty-oaks.org) is an NGO dedicated to bring old and young together for mutual joy and learning. Our mission is to connect old and young through intergenerational arts-based programmes. We build connections between elder facilities and nearby schools for the long term, where old and young can develop friendships and flourish together. We envision a society that celebrates the interdependence and shared contributions of all generations.

Since 2017, Mighty Oaks has partnered with 124 elder facilities and 70 schools for various intergenerational programmes, serving close to 52,000 elders and 24,000 students.

Position

Office Manager / Office Administrator

Reporting to

Chief Operating Officer

Job Description

Role

Oversee various office functions, including HR, management and programme accounts, expense claims and daily office management. Ensure compliance with internal administration and finance processes and programme budgets. Support management in developing new office processes to ensure efficient and smooth operations, in alignment with the growth of Mighty Oaks.

Responsibilities

Office accounting

Work with management to manage the office budget; handle all office payments, expense claims; develop a full set of management accounts; provide regular accounting reports to management; handle all donation receipts and records; company secretarial support.





Programme accounting

Work with management and programme leads to develop and manage programme budgets, develop regular programme accounting reports to management, provide accounting reports to donors on programme completion.

Human Resources

Process payroll, MPF, tax returns; staff records and leave records; assist in hiring, posting job advertisements, interview arrangements; performance evaluations, salary review process, employee exit interviews, medical insurance plan.

Office Management

Liaise with relevant contractors and vendors for office supplies, equipment, insurances, licenses, and maintenance; purchase, organise, distribute and manage programme materials and supplies.

Administrative support

Provide administrative support across all programmes and events and support overall operations of Mighty Oaks.

Qualifications & Experience

- 4 years or above of proven experience as an office manager or relevant role; less experience may be considered for an Office Administrator role
- Fluent English and Cantonese, written and oral
- Good communication skills
- Proficient computer skills – MS Outlook & Excel
- Well-versed with Hong Kong labour law, company secretarial matters, compliance and HR practices
- Relevant accounting qualifications and experience
- Self-motivated
- Good time management

Benefits

Benefits include medical insurance, Mandatory Provident Fund (MPF) and annual leave



To apply

Interested parties please apply with their CV, expected salary and availability to ace@mighty-oaks.org by 18 October 2024 (early application is encouraged).

If you do not hear from us within eight weeks after the closing date, you may assume that your application was unsuccessful.