



Office Administrator

- Full Time
- Location: Wong Chuk Hang

RUN is a leading and fast-growing Hong Kong-based nonprofit that supports vulnerable refugees and asylum seekers to rebuild their mental and physical strength, unite across differences as a community, and nurture self-reliance for a more hopeful future. With sports as the springboard and education as the foundation, we work towards a resilient and empowered refugee community in Hong Kong and beyond.

We are looking to hire a full time **Office Administrator** to support a busy team and growing programmes. This is a new position at RUN!

Your responsibilities will include, amongst other:

- General administrative support and office support
- Entering attendance and financial data into relevant records
- Distributing transport for weekly and monthly activities
- Maintaining and ordering food and supplies for the office and relevant programmes
- HR and onboarding support
- Coordinate housing support with social services
- Coordinate childcare and volunteers supporting the programmes

Requirements:

- Work experience in administrative support;
- Experience working with NGOs a plus;
- Knowledgeable and comfortable working with vulnerable individuals;
- Able to show initiative and deal with a variety of tasks;
- Showing a high attention to detail;
- Strong team player;
- Sensitive to psychological and social difficulties with a 'sixth sense' for people's emotions;
- Able to work in a multicultural environment;
- Must have right to work in Hong Kong (Permanent Resident or Dependent Visa only)
- Proficient in English and Cantonese

How to Apply: Please send your CV, cover letter expressing your interest in the role and expected salary to Joice Sam (joice@runhk.org)