Full Time Office and Project Manager for OCD & Anxiety Support HK (OCDAHK)

OCDAHK is a registered mental health charity in Hong Kong supporting individuals and their families affected by Anxiety Disorders, Obsessive Compulsive Disorder and Depression by providing them with support, education, resources and counselling. We are expanding our services and are looking to employ a full-time office and project manager to work Monday to Friday and join our team.

Job duties include:

-To be responsible for the planning and execution of all OCDAHK projects and communication with all persons concerned.

-To carry out administration duties of OCDAHK such as responding to daily emails, updating database, take minutes for board meetings, finance keeping and simple accounts, filing, preparation of materials for presentations, bookings, communication with event supporters and staff, monthly newsletter, donation receipts.

- Plan and coordinate events with the expectation of attending some events if needed.

- Communicating and managing counsellors working with us.

Special requirements:

* Language requirement- speak and write both Cantonese and English fluently. Those who do not write Cantonese will be considered.
* Degree holder in Psychology, Social Sciences, Business or other related fields.
* Background in Psychology and/or a strong interest in mental health.
* Excellent interpersonal and communication skills.
* High competency in the use of Microsoft office, internet browsing and research.
* Ability to work independently and be self-driven.
* Previous work experience in administration and event management. Accounting and finance background is an advantage

Salary :- 16-18K depending on experience and qualifications.

If interested please send cv with cover letter to Minal Mahtani, CEO of OCDAHK at ocdcommunityhk@gmail.com with subject ‘Application for Office and Project Manager’. Also, visit our webstie to learn more about us www.ocdanxietyhk.org.