

HONG KONG BAPTIST UNIVERSITY  
DEPARTMENT OF SOCIOLOGY

JOB VACANCIES REGISTRATION FORM

**Part I: Job Information** Please ✓ or \*delete as appropriate

Name of Organization: The Chinese Manufacturers' Association of Hong Kong

Business nature:  Commerce/ Industry  Government  Education  Community/ Social Service  
 NGO

Position offered: Executive Assistant No. of vacancies: ONE

Employment Period:  Full Time: \_\_\_\_\_  
 Part Time: \_\_\_\_\_ No. of working hours/days: \_\_\_\_\_

Job nature:  Human Resources  Customer Service  Teaching/lecturing  
 Clerical work/Office support  Administration/Management  Insurance  
 Public Relations /Advertising  Scientific and research work  Editorial/ Journalism  
 Social/ Community service  Real Estate  
 others: Secretariat & Event Organization

Entry Requirements: Good command of written English and Chinese. Familiar with Windows applications and Chinese word processing

Job description: Event Organization and Secretariat Support

Place of Work: CMA Building, Central

Salary: HK\$ negotiable

**Part II: Application**

How to apply: please send full resume with expected salary to recruit2@cma.org.hk

Contact person: Ms Amy Pang Tel: 2542 8647

Enquiry Email: SOA@cma.org.hk

Closing Date for Application: \_\_\_\_\_

REMARK: *The information provided will be made publicly available on our website.*