

Part-time Administrative Assistant Wanted

About Us

Mathematical Database (MD) is a non-profit organization registered under the Societies Ordinance in Hong Kong. Since 2003, we have been running a website (<http://www.mathdb.org>), organising and co-organising a number of activities and competitions, as well as collaborating with other organisations in the aim of promoting mathematics among secondary and tertiary students in Hong Kong.

The Post

Applications are now invited for the post of a part-time administrative assistant to help with the general administrative work of MD. The expected average workload is about 30 hours per month and the main responsibilities include:

- Providing general assistance in MD activities.
- Taking notes and preparing minutes of MD meetings.
- Assisting with general paper work.
- Facilitating the internal and external communication of MD.
- Helping with the research and development work of MD.

Other than the work in MD activities and meetings, the other duties can be carried out at the applicant's own venue.

Entry Requirements

Applicants must

- be at least 15 years of age;
- be a permanent resident of Hong Kong;
- be proficient in both Chinese and English;
- possess basic knowledge and skills in information technology; and
- be a responsible and energetic person.

For applicants with equal merit, preferences will be given to applicants who

- are proficient in mathematics; and/or
- possess knowledge of the development and operation of MD.

Application and Enquiries

Interested persons are invited to e-mail their applications to mathdb.job@gmail.com which should include

- a description in Chinese, within the e-mail, of how the applicant meets the specification of the job
- a resume in English, typed in Microsoft Word (or similar word-processing programs) and embedded as an attachment in the e-mail, which should
 - imitate as closely as possible the style and formatting of this job advertisement.
 - include the personal details and contact details of the applicant, and
 - list the expected salary of the applicant.

Please make the title of the e-mail 'Application for Part-time Administrative Assistant'. The official deadline for application is 22nd Aug, 2011.

Shortlisted applicants may be invited for an interview on or before 31st Aug, 2011. Applicants who are not contact be 31st Aug, 2011 should consider their application unsuccessful.

As we may no longer review applications once the post is filled, interested persons are advised to submit their applications as early as possible.

For further enquires, please e-mail mathdb.job@gmail.com with title 'Enquiries'.