



華人永遠墳場管理委員會
The Board of Management of
The Chinese Permanent Cemeteries
始於 SINCE 1913



「華人永遠墳場管理委員會」（「華永會」）是創立於 1913 年的法定組織，為本港最具規模的私營墳場營運機構之一，以非牟利形式營運、管理及發展轄下香港仔、荃灣、柴灣及將軍澳四個華人永遠墳場，多年來致力提升創新設施服務。

華永會自 1991 年起大力推動社會慈善工作，積極資助本地非牟利團體推行約 3,500 個慈善項目，受惠人次數以百萬計，累計捐獻金額更超過港幣 11 億元。

近年，華永會全面及有序地革新運作設施服務及慈善模式，加強企業管治及優化團隊文化，同時更確立「永懷人生」及「善亮人生」兩大理念，發展方向再不限於傳統框架及範疇，超越了墳場設施的執行者角色，以「正向人生」理念主導，成為積極推廣生命教育及優秀中華孝善文化的公共社會事業，展現了不一樣的機構面貌！詳情可瀏覽華永會網站 www.bmcpc-info.org.hk。

如果您.....

擁有正向人生、
希望積極求進、
能夠用心處事、
又想加入一間穩健發展的非牟利法定機構，
請即把握機會申請以下職位，與華永會一同貢獻社會。

Assistant Officer (Customer Service)

Major Responsibilities:

- Performing the day-to-day operational duties of the Allocation Office. (e.g. processing applications for the Board's facilities at service counters).
- Assisting in events and activities pertaining to introduction/ allocation of BMCPC's facilities.
- Providing support service which may involve multi-tasks relating to a combination of functional areas including customer service, operation support, general office support.
- Required to wear uniforms.

Requirements:

- Post-secondary education with Level 2/Grade E or above in 5 subjects including Chinese Language, English Language (Syllabus B) & Mathematics in HKCEE or HKDSEE, or equivalent.
- Candidate without post-secondary education but with at least 2 years' working experience will also be considered.
- Proficient in MS Office (including Word, Excel & Powerpoint) & word processing (English & Chinese).

Remuneration and Benefits:

Monthly salary up to \$26,590 (subject to work experience and qualifications); contract-end gratuity; 5-day work week; 14 days of annual leave; medical insurance for staff and dependents; and training subsidy etc.

Application Method:

1. Application should be made by completing the BMCPCC Job Application Form available from BMCPCC's website <https://www.bmcpcc-info.org.hk/join-us>.
2. It should be forwarded together with a detailed resume either by email to hr@bmcpcc.org.hk or by post to the **Human Resources and Administration Unit, The Board of Management of the Chinese Permanent Cemeteries, 34/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong**.
3. The position applied for should be stated on the envelope or at the subject title of the email.

Personal data provided will only be used for recruitment purposes and personal data of unsuccessful applications will be destroyed within 24 months after completion of the recruitment exercise.

