



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](http://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 Manager (Operations)**

#### ***Major Responsibilities:***

- Assist the Division Head and Deputy Manager in overseeing day-to-day operations and performance of the unit and site staff to maintain high service standards and operational efficiency.
- Support planning, implementation, and enhancement of operational initiatives, processes, and systems under the Deputy Manager.
- Assist in developing, reviewing, and updating SOPs, user manuals, and operational guidelines to align with evolving organizational standards and best practices.
- Drive operational Quality Assurance (QA) and compliance, ensuring alignment with internal guidelines, statutory regulations, and internal/external audit findings.
- Handle correspondences, manage complaints, and provide secretarial and logistical support to relevant committees.
- Undertake ad-hoc assignments as required.

**Requirements:**

- Bachelor's degree holder.
- At least 5 years' experience, preferably in business process or customer service management.
- Independent and detail-oriented, with the ability to work under pressure.
- Team player, flexible, and demonstrating good development potential.
- Strong analytical, organizational, interpersonal, and communication skills.
- Good business acumen.
- Proficiency in written English and Chinese.
- Computer literacy, with proficiency in MS Word, Excel, and PowerPoint.

**Benefits:**

Contract-end gratuity; 5-day work week; 18 days of annual leave; medical insurance for staff and dependents; and training subsidy etc.

**Application Method:**

1. Application should be made by completing the BMCPC Job Application Form available from BMCPC's website <https://www.bmcpc-info.org.hk/join-us>.
2. It should be forwarded together with a detailed resume either by email to [hr@bmcpc.org.hk](mailto:hr@bmcpc.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.
4. The Deadline for application is **14 October 2026**.



*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.*