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

永懷人生 Life
善亮人生 Shine

「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 。

Senior Officer (Operations Support)

Major Responsibilities:

The appointee will be deployed to undertake various duties, including:

- to provide full spectrum of administrative cum secretarial support, and executive assistance to Operations Management;
- to administer tendering, procurement and manage out-sourced contractors;
- to manage registered stonemasons and scrutinize their works applications;
- to perform operational and customer services related duties;
- to handle complaint cases;
- to assist in review, formulate and implement operational workflows, systems and initiatives for services developments and improvements;
- to perform any other duties as assigned.

Requirements:

- Bachelor's degree with minimum 3 years of working experience in administrative or customer servicing work.
- Good communication, organizational and interpersonal skills.
- Good command of written and spoken English and Chinese.
- Good knowledge in computer applications.
- Able to work under pressure.

Benefits:

Salary ranges from $37,585 to $47,950 (subject to work experience and qualifications); 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 **hr1@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 **23 November 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.