



Hong Kong Employment Development Service

(a NGO dedicated to employment services for vulnerable groups)

## Project Officer (ERB Smart Living)

Responsibilities:

- Assist in job search and job matching of domestic helpers and others;
- Implement and assist in event/workshop logistics arrangement and provide onsite support;
- Source and liaise with vendors and coordinate with internal and external parties to ensure quality implementation; and
- Assist in project promotion.

Requirement:

- Diploma holder or above in related disciplines;
- 1-year relevant working experience;
- Energetic, progressive and able to work under pressure and tight deadlines;
- Self-motivated team player with good communication and interpersonal skills;
- Good in both written and spoken English and Chinese;
- Proficient in MS Word, Excel and PowerPoint.

We shall offer one-year renewable contract, 18 days of annual leave and medical subsidies to the suitable candidate. Please send resume with **expected salaries** to the **Executive Director by email : [hr@hkeds.org](mailto:hr@hkeds.org) or by post : 101-106, G/F., Lung Wah House, Lower Wong Tai Sin Estate, Kowloon.** Only short-listed application will be notified.

(All information provided will be used for recruitment related purpose.)



Application deadline: 11/03/2025