



Alpha

Seeking Executive Assistant

Alpha Hong Kong is looking for a **capable and energetic Executive Assistant** to offer administrative support to the Executive Director in realizing the vision for the ministry.

About Alpha

Alpha is a series of interactive sessions that freely explore the basics of the Christian faith. The vision of Alpha is to see the evangelisation of the nations and the transformation of societies. Our mission is to inspire, train, equip and mobilise churches around the world into more effective evangelism through Alpha and its related ministries. Today more than 26 million people around the world have attended Alpha.

How to Apply

To apply, please submit your resume to vivian@alpha.org.hk

Key Responsibilities

- Coordinate executive communications, including taking calls, responding to emails and interfacing with external parties
- Prepare documents, reports and presentations
- Plan and coordinate meetings and appointments
- Take minutes for both internal and external meetings
- Maintain the current filing and database system
- Offer general support on office administration

Qualifications & Essential Skills

- Organizational gifting; attention to detail and accuracy
- Strong interpersonal skills
- Good command of English and Chinese; both written and verbal
- Proficiency in office software, such as Word, Excel and PowerPoint

Desirable Characteristics

- Problem-solving skills and “can do” attitude
- Resourceful and able to multi-task
- High degree of professional work ethics and unquestionable integrity
- Professional gravitas and confidence to communicate effectively with a variety of people, especially board members, business leaders and church leaders