



Alpha

# Seeking Executive Assistant

Alpha Hong Kong is looking for a **highly capable and energetic Executive Assistant** to offer comprehensive support to the Executive Director. The ideal candidate will be a proactive problem-solver who can manage multiple priorities in a fast-paced environment while maintaining confidentiality and professionalism.

## About Alpha

Alpha is an opportunity to explore life's big questions together in a relaxed environment. The vision of Alpha is to see the evangelization of the nations, the revitalization of the Church and the transformation of society. Our mission is to serve the Church in its mission to help people discover and develop a relationship with Jesus. Today more than 35 million people around the world have attended Alpha.

## How to Apply

To apply, please submit your resume to [hkalpha@alpha.org.hk](mailto:hkalpha@alpha.org.hk)

## Key Responsibilities

- Serve as the primary point of contact for internal and external stakeholders engaging with the Executive Director
- Assist the Executive Director in building and nurturing relationships with pastors, workplace leaders and ministry partners across the globe
- Support the Executive Director in cultivating and maintaining donor relationships
- Lead the coordination and execution of Alpha events, meetings and gatherings
- Coordinate executive communications, including taking calls, responding to emails and interfacing with external parties
- Prepare and edit documents, reports and presentations
- Support the development and implementation of new projects
- Provide comprehensive administrative support

## Qualifications & Qualities

- Organizational gifting; excellent attention to detail and accuracy
- Demonstrated problem-solving skills and "can do" attitude
- High degree of professional work ethics and unquestionable integrity
- Confidence to communicate effectively with a variety of people, especially board members, business leaders and church leaders
- Resourceful and able to multi-task
- Strong command of English and Chinese; both written and verbal
- Proficiency in software, such as Word, Excel, PowerPoint and AI tools
- Bachelor's degree preferred