



VOLUNTEER – FOR POSITION OF EVENT SUPPORT & ADMINISTRATIVE ASSISTANT

Community Business is a not-for-profit organisation (Hong Kong Charity Number 91/6560) whose mission is to lead, inspire and support businesses to have a positive impact on people and communities. Recognised as a thought leader in responsible and inclusive business in Asia, we are looking for a passionate Volunteer Event Support & Administrative Assistant.

Key Responsibilities

- Assist in events, activities and forums preparation and provide on-site support.
- Support the registration and marketing of events, activities and forums, etc.
- Maintain and update the existing clients' database.
- Provide administrative support to the organization.
- Perform ad hoc tasks assigned.

Selection Criteria

- University student / graduate or above.
- Fluency in spoken English and Cantonese.
- Confident with good telephone manner.
- Willing to learn, diligent and reliable.
- Proficiency in Microsoft Office (specifically Word, PowerPoint, Excel) is an advantage.
- Part-time 2 to 3 workdays per week, able to work full-time daily is an advantage.
- Available for a minimum of 1 month.

Application Procedures

Please send your curriculum vitae (resume) with your availability by email to Miss Linda Cheung at linda.cheung@communitybusiness.org with “**Application for Volunteer - Event Support & Administrative Assistant**” on the subject line. Please be noted that posted letters will **NOT** be considered.

Short listed candidates will be contacted by Community Business for interviews which will be held in Hong Kong. Personal data collected will be used for recruitment purpose only.

About Community Business

Community Business is a not-for-profit organisation (Hong Kong Charity Number 91/6560) whose mission is to lead, inspire and support businesses to have a positive impact on people and communities. A recognised leader in advancing responsible and inclusive business practices in Asia, Community Business facilitates networks, conducts research and events, leads programmes and campaigns and provides training and consultancy. Our focus on responsible business is aligned to 5 mission-led themes:

- Building responsible leadership
- Investing in local communities
- Tackling workplace inequality
- Ensuring employee wellbeing
- Promoting social inclusion

Founded in 2003 and based in Hong Kong with a presence in India and the United Kingdom, Community Business works with companies of all sizes and from diverse industries across Asia, harnessing the power of business to drive social change.

For more information, please visit <http://www.communitybusiness.org>.

At Community Business we embrace diversity and are an equal opportunity employer. We provide an open, supportive, and inclusive workplace culture where volunteers can be themselves and realise their potential.