

## **Team Administrator – part time**

The CMHA HK is seeking a part time (3 days per week) experienced **Team Administrator** to manage day-to-day operations. The role is mainly based in our shared office space in Wan Chai. However, we are pleased to offer some flexible and remote working options. The CMHA HK is an equal opportunities employer.

### **Key responsibilities will include the following:**

The Team Administrator reports directly to the Managing Director and will work across the whole organisation to ensure that the team processes and operations run productively and efficiently.

### **Operations Management:**

#### **Financial:**

- Managing the CMHA HK Xero account
- Issuing invoices, chasing payments and issuing receipts
- Completing vendor forms where necessary
- Updating record of income received and expenses paid out in budget
- Monitoring the bank accounts
- Paying suppliers, vendors, trainers' invoices and consultants' salaries monthly
- Liaising with multiple parties (i.e. Company Secretary; Companies Registry, Accountants; Auditors; Inland Revenue; Tax Advisors; Bank; WeWork)
- Bookkeeping

#### **Team Operations**

- Manage new and renewing member on boarding process
- Assist with diary management
- Manage CRM by keeping multiple spread sheets and records updated in Excel
- Assist in scheduling and preparing the agenda, action and minutes of Board Meetings
- Monitor website queries and general email account
- Scheduling and preparing for new member/partner meetings
- Manage event and affiliate event logistics (invites, RSVPs, venue (if required), post communications, record of attendance)
- Manage and redirect member queries

#### **Training Operations**

- Manage CMHA HK Training Session logistics (scheduling, trainer management, post communications, record of attendance)
- Manage Training Session delivery (zoom/venue set-up; tech support)

#### **Other Duties**

- Other duties as required

We are a small but dedicated team. As such, the post holder may from time-to-time be required to take on additional responsibilities to ensure smooth running of the organisation.

### **Person Specification**

- Permission to work in Hong Kong, required
- 5+ years of administration experience
- Exceptional organisational skills
- Strong communication skills
- Enthusiastic mind-set; capable of working autonomously
- Accounting and bookkeeping experience
- Good team player

### **Desired**

- Experience of working with Microsoft Teams and Xero
- Good knowledge and understanding of mental health in Hong Kong and specifically, workplace mental health
- NGO experience
- English and Cantonese speakers

Applications will be accepted until the position has been filled. The position is available for an immediate start.

Please provide a covering letter and Curriculum Vitae to Hannah McLeod, Managing Director – [Hannah@cmhahk.org](mailto:Hannah@cmhahk.org)

### **About CMHA HK**

The City Mental Health Alliance Hong Kong (CMHA HK) is a not-for-profit membership organisation. We are an alliance of businesses, working together with mental health experts and partner organisations, to achieve our vision that every workplace will protect, support and create positive mental health for their people. We provide training, events, resources, research and practical support for companies wishing to create mentally healthy workplaces. The CMHA HK is part of a growing global network of operations. Further information can be found here: [www.cmhahk.org](http://www.cmhahk.org)