

## **Team Administrator – part time position**

The CMHA HK is seeking a part time (3 days per week) experienced **Team Administrator** to manage day-to-day operations. We are pleased to offer flexible and remote working (office space is available in Wan Chai if desired). The CMHA HK is an equal opportunity employer.

### **Key responsibilities:**

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

### **Operations Management:**

#### **Financial:**

- Issue invoices, follow-up on payments and issue receipts
- Complete vendor forms where necessary
- Maintain a record of income received and expenses paid out against the budget
- Monitor payments into and out of CMHA HK bank accounts
- Provide regular reports to Managing Director on expenditure against budget
- Monthly payments to suppliers, vendors, trainers' invoices and consultants' salaries
- Liaise with multiple parties providing services to CMHA HK (e.g. Company Secretary; Companies Registry; Accountants; Auditors; Inland Revenue; Tax Advisors; Bank; office provider)
- Bookkeeping

### **Team Operations**

- Manage the on-boarding process for employees and new and renewing members
- Assist with diary management
- Manage CRM by maintaining multiple spread sheets and records in Excel and Salesforce
- Schedule and prepare the Agenda, Action and Minutes of Board Meetings
- Schedule and coordinate fortnightly team meetings
- Manage team review process of key documents
- Monitor website queries and general email account
- Schedule and prepare for new member/partner meetings
- Manage event and affiliate event logistics (invites, RSVPs, venue (if required), post-event communications, record of attendance)
- Manage and redirect member queries
- Manage logistics for CMHA HK Training Sessions (schedule event through liaising with companies and trainers, coordinate virtual meeting or venue set up with client, post-event communications, record of attendance)
- Support delivery of CMHA HK Training Sessions (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
- 4+ years of administration experience
- Exceptional organisational skills
- Strong communication skills
- Enthusiastic mind-set; capable of working autonomously
- Accounting and bookkeeping experience
- Team player

### Desired

- Experience working with Microsoft Teams and Salesforce
- Good knowledge and understanding of mental health in Hong Kong and specifically, workplace mental health
- Experience working in the not for profit and/or NGO sector
- English and Cantonese speaker

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

Please provide a covering letter and Curriculum Vitae to Jo Jones, Operations Manager – [jo@cmhahk.org](mailto:jo@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)