



About New World Development Co Ltd

"WE CREATE, WE ARE ARTISANS!"

New World Development is a premium brand infused with a unique personality that is best characterised as "The Artisanal Movement". We are devoted to expanding the imagination through our commitment to delivering bespoke craftsmanship and originality in our products and services. People are our most valuable asset, and we believe that every individual at NWD is an artisan who seeks to go beyond conventional boundaries and develop new ideas to ensure a bespoke, one-of-a-kind customer experience. Through our belief – "WE CREATE, WE ARE ARTISANS!" – we empower our intrapreneurs to achieve this through innovation and an international perspective, providing them with a platform to fulfil their artisanal dreams and take their careers to the highest level.

Join us, and we'll build the Artisanal New World together.

Officer – Community Engagement

New World Development Co Ltd

 Central

Role & Responsibilities:

- Assist the establishment, administration and daily operation of the Children Foundation
- Provide support for fund raising activities and events for the Children Foundation
- Provide administrative support to ensure the smooth running of New World Springboard, tasks
- Ensure the high standard of the programme by spot checking the performance of the coaches as well as the behavior and learning attitude of the students on site
- Coordinate with NGOs on organizing activities for beneficiaries and collect feedback and conduct post-event evaluation
- Produce collaterals and promotional materials such as publications and eDM as well as prepare write-ups for different usages
- Assist other ad-hoc projects assigned

Requirements:

- Holder of Bachelor's Degree
- At least 4 years' relevant working experience
- Sound understanding of NGO operation
- Excellent MS Office and Chinese word processing skills
- Passion for charity career
- A team player with good communication skills and able to work independently
- Proficiency in both spoken and written English and Chinese and fluent in Putonghua

We offer an attractive remuneration package and excellent career prospects to the right candidate. Please send full resume including the current & expected salary and the contact information by email to nwdhr@nwd.com.hk

(Personal data collected will be used for recruitment purpose only)