

「華人永遠墳場管理委員會」(「華永會」) 是創立於 1913 年的法定組織，為本港最具規模的私營墳場營運機構之一，以非牟利形式營運、管理及發展轄下香港仔、荃灣、柴灣及將軍澳四個華人永遠墳場，多年來致力提升創新設施服務。

華永會自 1991 年起大力推動社會慈善工作，積極資助本地非牟利團體推行約 3,500 個慈善項目，受惠人次數以百萬計，累計捐獻金額更超過港幣 11 億元。

近年，華永會全面及有序地革新運作設施服務及慈善模式，加強企業管治及優化團隊文化，同時更確立「永懷人生」及「善亮人生」兩大理念，發展方向再不限於傳統框架及範疇，超越了墳場設施的執行者角色，以「正向人生」理念主導，成為積極推廣生命教育及優秀中華孝善文化的公共社會事業，展現了不一樣的機構面貌！詳情可瀏覽華永會網站 www.bmcpc-info.org.hk。

如果您.....

擁有正向人生、
希望積極求進、
能夠用心處事、
又想加入一間穩健發展的非牟利法定機構，
請即把握機會申請以下職位，與華永會一同貢獻社會。

Corporate Development Officer

Major Responsibilities:

Depending on backgrounds and interests, the appointees will be assigned to our different areas of functions for wide spectrum of exposures and training opportunities, including but not limited to: -

- participation in review, development and improvement of workflows, guidelines, systems and/or strategies;
- handling various projects, events/activities, including liaison work, vetting of documents, conducting site visits, etc.; and
- performing any other duties and ad-hoc assignments as directed.

Requirements:

- University/post secondary graduate of any discipline is preferable. Candidates with other qualification will also be considered.
- With ability, background and potential to proceed to a managerial position in the career development of BMCPC.
- Working experience is not mandatory. Depending on experience and background, post assignment with appropriate title will be considered.
- Good knowledge in common PC applications.
- A good team player with open-minded philosophy and willingness to learn or collaborate.
- Good command of written and spoken English and Chinese.

Benefits:

Contract-end gratuity; 5-day work week; 14 days of annual leave; medical insurance for staff and dependents; and training subsidy etc.

Application Method:

1. Application should be made by completing the BMCPC Job Application Form available from BMCPC's website <https://www.bmcpc-info.org.hk/join-us>.
2. It should be forwarded together with a detailed resume either by email to hr@bmcpc.org.hk or by post to the **Human Resources and Administration Unit, The Board of Management of the Chinese Permanent Cemeteries, 34/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.**
3. The position applied for should be stated on the envelope or at the subject title of the email.

Personal data provided will only be used for recruitment purposes and personal data of unsuccessful applications will be destroyed within 24 months after completion of the recruitment exercise.

