



華人永遠墳場管理委員會

The Board of Management of  
The Chinese Permanent Cemeteries

始於 SINCE 1913



「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](http://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。

## **Assistant Officer (Customer Service) – Full-Time or Part-Time**

### ***Major Responsibilities:***

- Performing the day-to-day operational duties of the Allocation Office.
- Assisting in events and activities pertaining to introduction/ allocation of BMCPC's facilities.
- Providing support service which may involve multi-tasks relating to a combination of functional areas including customer service, operation support, general office support.
- Required to wear uniforms.

### ***Requirements:***

- Post-secondary education with Level 2/Grade E or above in 5 subjects including Chinese Language, English Language (Syllabus B) & Mathematics in HKCEE or HKDSEE, or equivalent.
- Candidate without post-secondary education but with at least 2 years' working experience will also be considered.
- Proficient in MS Office (including Word, Excel & Powerpoint) & word processing (English & Chinese).
- **Candidate seeking a part-time position will also be considered. Please clearly state your available schedule in your resume.**

**Remuneration and Benefits (For full-time candidate only):**

Salary up to \$26,590 (The offer will commensurate with the candidate's qualifications and working experience.); 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 BM CPC Job Application Form available from BM CPC'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](mailto: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.*

