



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。

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。

Officer (Human Resources & Administration)

Major Responsibilities:

- Assist in handling the full spectrum of human resources and administrative functions.
- Participate in formulating and implementing human resources and administrative policies and procedures.
- Perform other ad-hoc duties as assigned by supervisors.

Requirements:

- Bachelor's degree, preferably in Human Resources Management, Business Administration, or related discipline.
- More than 3 years of working experience in human resources and administrative functions is preferable.
- Proficient in MS Office (including Word, Excel & Powerpoint) and word processing (English & Chinese).
- Well organised, detail-oriented, and able to handle multiple tasks and work independently with good interpersonal and communications skills.
- Candidate with other qualification or less working experience will also be considered for appropriate post.

Benefits:

Salary ranges from \$17,545 to \$35,780 (subject to work experience and qualifications); contract-end gratuity; 5-day work week; 14-18 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.
4. The Deadline for application is **17 September 2026**.



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.