

Manager – Office Administration

Job Description

Reporting to the Deputy Director, the Manager for Office Administration is responsible for:

- liaising with various secretarial and administration departments of Nan Fung head office
- organising regular meetings with senior management and teams of CHAT, preparing meeting agenda, minutes, and presentation materials
- organising annual meetings with advisors and board of directors
- coordinating HR matters such as recruitment, onboarding briefing, work visa application, staff training & benefits, team activities and the like
- assisting teams to develop and coordinate internship programmes with different universities and institutes
- supervising outsourced personnel to maintain the workspace in an orderly manner
- maintaining daily office operations
- managing CHAT Shop operations, including frontline shop staff, sourcing merchandise, coordinating production of self-developed merchandise, preparing weekly and periodic performance reports, and planning visual merchandise changeovers
- performing other ad hoc duties

You should have/ be

- Bachelor's degree in business administration, human resources management or related disciplines
- At least 7 years of experience in related field, a less experienced candidate may be considered for the Assistant Manager role
- Detail oriented, with good command of written and verbal communications in English and Chinese (Cantonese and Putonghua)
- Creative ability to work across disciplines
- Enthusiastic with creative energy and self-initiative
- Ability to work effectively in a team setting and to lead a small team
- Able to work independently to meet tight deadlines with attention to details
- Good interpersonal skills and able to communicate effectively at all levels
- Proficiency in PC and MS Word, Excel, PowerPoint and AI applications
- Experience in cultural sector and good understanding of CHAT are a plus
- Flexible and willing to work overtime and on holidays/ weekends at times, especially during peak seasons or exhibition openings
- Good understanding of and commitment to CHAT's Vision, Mission and Values

Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to hr@mill6chat.org by **13 Nov 2026**. Applicants not contacted in 2 weeks after the deadline may consider their application not successful.