



Employment of Executive Officer

The Hong Kong College of Orthopaedic Surgeons

Job Summary:

The Hong Kong College of Orthopaedic Surgeons is seeking an experienced and highly organized Executive Officer to join our team. The appointee will primarily be responsible for supporting the College's revamp initiatives, with a focus on building up an e-Portfolio for fellow members.

Main Duties:

- Support the planning, liaising and execution of the College's revamp initiatives, including:
 - the development of the e-Portfolio on post-fellowship sub-specialty training
 - setting up basic Orthopaedic training curriculum and intermediate Orthopaedic examination
 - the development of question bank for fellowship exit examination
 - the development of guidelines on primary health care in musculoskeletal system
- Serve as Secretary to the Council, providing secretarial support for meetings, including:
 - agenda preparation
 - minute-taking
 - follow-up on action items
- Liaise with internal departments, external organisations and fellows; handle enquiries promptly and maintain effective communication channels
- Provide administrative and executive support to committees / task forces
- Perform other duties as assigned by the President of the College or his/her delegates

Qualifications:

Applicants should have:

- a recognised degree and at least five years of relevant post-qualification experience in administration management, event coordination, or related fields;
- a good command of written and spoken English and Chinese, with fluency in both Cantonese and Putonghua;
- good computer skills, including office software, database management, and relevant administrative tools;
- the ability to work as team members and leader;
- good communication, interpersonal, liaison, and organisational skills with attention to detail; and
- experience in proposal/report drafting and event management is preferred.

A highly competitive salary commensurate with qualifications and experience will be offered (pay scale point 21 to point 28) in addition to annual leave and medical benefits. We offer contract gratuity (equivalent to 2 month's pay), medical and overtime allowance, and 5-day work.

Applications with full curriculum vitae, current and expected salary should be sent by post to the Honorary Secretary, The Hong Kong College of Orthopaedic Surgeons, Room 905, 9th Floor, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong or by email to: recruitment@hkcoss.org.hk.