

Graphic Designer/Administrator, Union Church, Hong Kong

Union Church is looking for a Graphic Designer/Administrator with a heart to serve. Reporting to the Operations Director, this role is intended to facilitate the effective ministry of the Union Church by serving the staff with excellence, in a spirit of Christ-likeness. This position will interact with Union Church staff, Deacons, Committee of Management and other senior Church leaders with a spirit of teamwork and cooperation.

Qualified candidates will need:

- A heart for service, college education or equivalent work experience,
- Sound knowledge of internet, website and computer database management,
- Proficiency with desktop publishing software applications,
- Graphic design skills and experience,
- Relevant experience in office administration, preferably in a multinational corporation or international volunteer organisation, ideally in a Christian environment,
- Strong communication and interpersonal skills,
- To be meticulous, self-motivated and capable of working with minimal supervision,
- Excellent command of spoken and written English, Chinese would be a benefit

We are looking for the right person, whether they are able to join us full-time (our preference) or part-time.

Further enquiries and letters of application, including a full curriculum vitae should be addressed to David Ashton-Howorth quoting "Union Church – Administrative Assistant"

By post to: Union Church, 18F Sunlight Tower, 248 Queen's Road East, Wan Chai

By email with attachments to David at hr@unionchurchhk.org

All personal data received will be treated with strict confidence and will be used solely for recruitment purposes.