



WE SEEK

Mandarin-Speaking Personal Assistant for Positive Psychology Centre - Hong Kong

Date: 10 November 2015
Job Title: Bilingual (Mandarin-English) Personal Assistant
Position Status: Full-Time (Flexible)
Job Location: Hong Kong

Job Description Summary:

Native Putonghua-speaking Personal Assistant for the Director of a Positive Psychology Centre in Hong Kong. Applicant must have strong administrative skills, coupled with excellent communication skills (Native Putonghua with excellent English-language ability) and be exceptionally tech-savvy using Mac and Cloud. Qualifications in Psychology and a strong interest in the application of Positive Psychology would be desirable.

“We humans are not just a product of the past, we are the agents of the future. So talk about the innovation, creativity, importance to human beings, to human society, I think that it will impact China in fundamental ways.” – Professor Kaiping Peng, Tsinghua University

Background:

Positive psychology is the scientific study of what makes life most worth living. It is a call for psychological science and practice to be as concerned with strength as with weakness; as interested in building the best things in life as in repairing the worst; and as concerned with making the lives of normal people fulfilling as with healing pathology. Professor Kaiping Peng of Tsinghua University is leading the positive psychology movement in China that is rapidly gaining acknowledgement as a necessity for the future wellbeing of Chinese nationals.

[Mindquest Group](http://www.mindquestgroup.com) (www.mindquestgroup.com) is an emotional wellness organisation based in Hong Kong that focuses on the application of positive psychology. To-date, we have been applying the science of positive psychology to educate and empower children through a variety of workshops, one-to-one coaching sessions and in-service training sessions for educators predominantly in the English-speaking sector of Hong Kong.

We are expanding our focus to the application of positive psychology in a Chinese educational landscape. Initially, the research will be looking at the application in a college setting in Mainland China. The founder of Mindquest Group, [Justine Campbell](#) is seeking a highly capable Chinese-speaking Personal Assistant to assist her in this exciting expansion project.

This is an exciting opportunity for a driven individual who wants to be a part of something that is destined to make a positive impact on China and the lives of the Chinese people.

www.mindquestgroup.com

Job Summary:

Under general supervision, and reporting directly to Ms. Campbell, the Personal Assistant is responsible for the following duties which may vary from time to time as the needs of the role develops. As such, it is important that the candidate is flexible to be able to grow with the position. Note that Ms. Campbell is a long-term Hong Kong resident but is not a Chinese speaker. The ideal candidate will be her right-hand person as she is instrumental in bringing positive psychology to China.

Responsibilities

The Personal Assistant will provide overall general support for the Director including:

- Full spectrum of PA support including diary management, assisting in preparation of materials for trainings, presentations or counselling sessions.
- Management of family matters such as needed gto support the Director.
- Maintain email lists and arrangement of travel.
- Translation of materials and presentations - English to Putonghua and vice versa.;
- Research and write papers, blogs, presentations and documentation in Putonghua and English
- Maintain social media contributions on the application of positive psychology in an Asia setting.
- Create flyers for various workshops and training seminars using Creative Suite.
- Website maintenance (using WordPress).
- Maintenance of Cloud-based invoicing system (Xero).
- The PA will need to interact with clients, so effective oral and written communication skills are critical.

The Successful Applicant

- Degree holder with at least 5 years of PA or relevant experience. Native spoken/written Putonghua required, along with fluent spoken/written English.
- Experienced user of MS office (Word, Excel, Powerpoint) on a Mac platform.
- Experience with Word Press for Website management
- Experience with Creative Suite applications (Illustrator, InDesign, PhotoShop)
- Knowledge or willingness to learn Lightroom application.
- Able to prioritise work, with excellent organisational and presentation skills
- Able to multitask with great attention to detail with accuracy. Very strong problem solving skills and able to work under pressure to meet tight deadlines
- Must be able to work independently with minimal supervision to effectively organise work schedule to accomplish the completion of multiple tasks
- Must be able to work and communicate effectively
- Willing to learn continually and strive for improvement.
- Eligible for a working permit in Hong Kong (if not a current working visa holder or permanent resident).

Remuneration:

A competitive remuneration package will be offered based on experience and qualifications of the candidate.



Working Location:

Kennedy Town and/or Mongkok, Hong Kong (both locations)

To Apply:

Inquiries about the position should be addressed to:

Ms. Justine Campbell, Director, Mindquest Group Limited.

E-mail: justine@mindquestgroup.com

Applicants are required to submit the following documents via email.

1. Cover letter in English detailing why you are applying for the position and how you believe that you meet the criteria.
2. Current C.V including a Passport Sized Photo. Finalists will be asked to submit references.
3. Desired remuneration package