



Founded in 1983, we are a non-profit making organization that provides intensive and well-rounded multi-disciplinary early intervention and therapy services to pre-school children with special education needs aging between 0 to 6 years old. Our commitment is to help them to achieve their full potential at the earliest possible age.

We welcome passionate individuals in joining Watchdog family to be one of us!

## Watchdog Early Education Centre

### Programme Assistant

- Secondary educated, preferably with work experience in children's field
- Provide support to teachers for children in class
- Perform administrative and clerical services
- Customer-oriented, pro-active and dedicated, and effective communication and interpersonal skills
- Acceptable English level and good command of Chinese
- Knowhow in the use of Microsoft software
- Principal Work Location - Kowloon

Interested parties, please apply in Word format with a detailed resume (quoting Ref: REC) stating current and expected salary to HR Manager and send it to [coppt@watchdog.org.hk](mailto:coppt@watchdog.org.hk). Remuneration is commensurate with your background.

Collected information is treated in strict confidential and is only served for recruitment-related purpose for a period maximum to 12 months. Applicants who have not received our feedback within 3 months can consider the applications as unsuccessful. Unsuccessful applications will be properly disposed within 6 months.