

## **MMM International (Hong Kong) Limited**

### **Invites application for the post of National Director**

MMM International Alliance, is a faith based ministry and voluntary organisation which aims to serve Christian groups in construction and building maintenance and bears the mission “Serving those who serve”. MMM International (HK) Ltd, is a member of the MMM International Alliance whose major recipients include mission centres, family and youth centres, orphanages, rehabilitation facilities, education and health facilities and churches and camp sites in Mainland China and Hong Kong. The operations are fully supported by donations from churches and individual Christians.

#### **Job Description**

- Lead the Management team, supporting staff and voluntary workers to ensure effective and efficient provision of construction and building maintenance services to the community.
- Establish and implement, as approved by the board of MMMHK, the strategic directions, operational objectives and plans and policies, to maximise the service potential;
- Manage daily operations of the organization including administration, finance, human resources, marketing and public relations and coordinate with other National Directors;
- Report to the board of MMMHK and closely liaise with the International Director of MMM International as well as other relevant stakeholders.

#### **Requirements**

- Bachelor’s degree or equivalent experience with a general understanding of construction and building maintenance;
- Minimum 3 years’ experience in administration and project management or working experience in a non-profit or faith-based social service organization would be an advantage;
- Ability to multi-task, be well organised with strong leadership and communication skills;
- Ability to work as part of a multicultural and multi-national team and be able to work well with all members of the staff and the volunteers;
- Strong command of written and spoken English, written Chinese and spoken Cantonese and Putonghua;
- Good understanding of and commitment to MMMHK’s mission, core values, and Christian motivation.

The National Director at MMMHK is a self funded faith position through the financial support of local churches and individuals

For further enquires and/or application letter with resume and names of two referees by mail to: Chairman- Board of Directors, MMM International (HK) Ltd, P.O. Box 269, Shatin Central Post Office, Shatin, New Territories, Hong Kong.

Please visit [www.mmm.org.hk](http://www.mmm.org.hk) or contact via email: [mmmhk@mmm.org.hk](mailto:mmmhk@mmm.org.hk)

(All information provided will only be used for recruitment related purposes)