

Hong Kong Christian Service
Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)

Job Vacancy Form

- Please read through the Notes to Employers and Statement of Purposes for Personal Data on page 1 and 2.

- Please fill up this form in English and send the completed form to CHEER by fax: 3106 0454 or email: cheer@hkcs.org For enquiry please contact 3106 3104.

*Delete inappropriate item

Part I : Employer Information (Items will be showed in the post))

1. Company Name : J's Top Agency		2. Trade : Recruitment
3. Company Address: Flat F,9/F, Block 2, Phase 4, Beacon Heights, 2 Lung Ping RD, Kowloon Tong, Kowloon		
4. Contact Person : *Miss-/Ms / Mr Jason Ko		
5. Tel. No.: 6170 0840	6. Email Address: every1atwork@gmail.com	7. Fax No.: N/A

Part II : Vacancy Information

8. Job Title : Welfare Desk Officer (Part-time)		9. No. of Vacancy(ies) : 1		
10 Job Duties : <div style="margin-left: 20px;"> ➤ Providing support to the Filipino domestic workers, such as, counselling, case management and welfare monitoring ➤ Assisting company's new arrived domestic helpers on airport assistance, settlement at boarding house and HKID card application matters. </div>				
11. Contract of Employment: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time				
12. Work Place (if different from item 3 –Company Address above): _____				
13. Working Hours : _____ Working days per week <input type="checkbox"/> Shift Holiday Others: <u>Flexible working hours, work when required – Day time work</u> <input type="checkbox"/> Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm) _____ <input type="checkbox"/> Shift work, working hours : _____ , _____ hours per day				
14. Basic Salary : HK\$ <u>50</u> per *month / week / day / hour / piece <input type="checkbox"/> plus Commission around \$ _____ <input type="checkbox"/> other benefit(s) / allowance(s) _____				
15. Required Education : <input type="checkbox"/> No recruitment <input type="checkbox"/> schooling <input type="checkbox"/> Primary (Completed Primary _____) <input checked="" type="checkbox"/> Secondary (Completed Secondary _____) <input type="checkbox"/> Diploma/Certificate <input checked="" type="checkbox"/> Sub-degree <input checked="" type="checkbox"/> Degree <input type="checkbox"/> Others (please specify : _____)				
16. Working Experience :				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; border-right: 1px solid black; padding-right: 10px;"> 17. Language Requirement : <u>Ability to Listen & Speak</u> (please take into account the genuine job requirement) Cantonese <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please Specify: <u>Filipino</u>) <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil </td> <td style="width: 50%; vertical-align: top; padding-left: 10px;"> <u>Ability to Read & Write</u> Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify: <u>Filipino</u>) <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil </td> </tr> </table>			17. Language Requirement : <u>Ability to Listen & Speak</u> (please take into account the genuine job requirement) Cantonese <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please Specify: <u>Filipino</u>) <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil	<u>Ability to Read & Write</u> Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify: <u>Filipino</u>) <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil
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18. Other Entry Requirements:

- At least 2 years relevant experience
- Filipino with Philippine passport and HKID card
- Able to speak English and Filipino

Part III: Job Application Method

Applicants can apply the vacancy by:

☒ Contact *~~Ms / Miss~~ / Mr Jason Ko at

*Tel / E-mail Whatsapp: 6170 0840

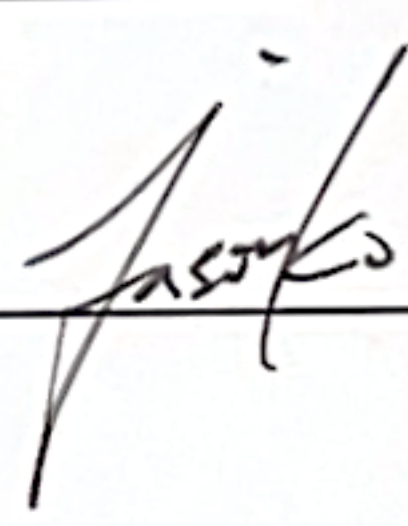
☒ Send the resume to ~~Ms / Miss~~ / Mr* Jason Ko at

* ~~Tel / Fax / Post~~ / E-mail * every1atwork@gmail.com

Part IIV: Declaration

1. Our company / I authorize CHEER to post the above job vacancy(ies) for recruitment purpose.
2. Our company / I understand that the acceptance and display of this job advertisement by the CHEER should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the Minimum Wage Ordinance..

Company Representative/Employer: KO KAI HO
(Full name in Block Letters):

Co. Rep. /Employer Signature or Company Chop: 



Date: 21 / 7 / 2025

For Official Use Only :

Received by : _____ Date: _____(DD)_____(MM)_____(YY) Valid until (2 months): _____(DD)_____(MM)_____(YY)