

Logistics Officer

Position Description

REPORT TO: Raymond Wu and Jacqueline Yap
(HSCC/HSCS 2019 Co-directors)

TIME COMMITMENT: ~2 hours per week

LENGTH OF TERM: 6 months

Key roles and responsibilities include

- Strive to maintain the progress, mutual interaction and tasks of various parties to ensure key deadlines are met and projects are implemented successfully.
- Participation in the whole process of the project lifecycle, from brainstorming, planning to the actual implementation.
- Ensuring the arrangement and completion of all required legal forms, as well as the documentation of the project.

What you will get out of it

- An excellent learn-by-doing experience to utilise communication, organisation, and creative problem solving skills, in a non-profit organisation.
- The learning experience of working in a team, to execute action plans together, for the benefit of the education of high-school students.

Key Characteristics

- Professional and interpersonal communication skills
- Effective organisation and time-management skills
- Deeply passionate about improving cancer literacy among high school students
- Strong communication skills, both written and verbal

The ACHSC hopes to nurture a generation of cancer-literate individuals armed with the knowledge to make a substantial

contribution towards realising a world free of cancer.



Apply at [insert application link](#)