

Executive (Centre Administration)

The Job:

- Responsible for counter and frontline services, such as handling parents' / visitors' enquiries
- Handle daily centre administration & operation
- Assist in member affairs' handling, such as new members' enrolment
- Perform ad hoc assignments as required
- Shift duty and 5-day Work, including Saturdays & Sundays
- Work Location: Homantin / Tai Kok Tsui

The Person:

- Diploma Holder
- Solid experience in Customer Service / Education Centre Administration is an advantage
- Well-organized, work independently and patience
- Love interacting with children
- Good command of written and spoken English & Chinese
- Proficient in MS Office applications
- Fresh graduates are also welcome

Interested parties please send us **full resume stating current and expected salary and available date** to hr@hkchoir.org.

Personal data collected will be used for recruitment purpose only.