

# R&T (Rhythm & Tempo) Limited

## Administrative Officer (Job vacancy: 1)

Posted on: 2 Jul 2024

Deadline: 2 Aug 2024

### Job description:

- Assisting the company in daily administrative work including bookkeeping and studio operations;
- Assisting Company Manager in preparing proposals & completing reports;
- Assisting in marketing and publicizing company's programmes/projects on online social media platforms;
- Managing the documents and files of the dance company effectively;
- Assisting the dance company in organising activities and productions;

### Requirements:

- A degree holder or equivalent; preferably with experiences in Arts Administration or Arts Management;
- Having lived in Hong Kong for over 5 years;
- Independent, careful and organized with good interpersonal and communication skills;
- Excellent in written Chinese and English, fluent in oral Cantonese and English;
- Proficiency in MS Office and Google;
- Enthusiastic in dance, music or theatre;
- Experienced with use of social media, graphic and video editing applications;
- Fresh graduates from universities will also be considered.

### Salary and benefits:

- Monthly salary based on qualifications and experiences of the candidate;
- Annual leave, employee's insurance, MPF, and other related welfare;
- Regular working period: 5 days per week. Working on public holidays may be required;
- Bonus for good performances in company productions.

Interested individuals may email your CV with expected salary and availability to [INFO@RNTTAP.COM](mailto:INFO@RNTTAP.COM).

Please list out all the creativity tools that you are familiar with and use the email subject of "Job Application-(your full name)". All information provided will be kept confidential and be only used for the recruitment purposes of the related position. For enquiries, please contact Ms. Yeung at 3996 8331.