

Business Development Officer (Job ref: BDO-2508-HKAAA)

Main Duties:

- Assisting in drafting meeting agendas, papers, minutes, circular for the Committee meetings and other related task force activities and preparing for the meeting logistics;
- Implementing a funding scheme and monitoring funded projects, including coordination with internal and external stakeholders;
- Assisting in planning and implementing the Hong Kong Arts Development Awards;
- Coordinating operation and logistic works related to publicity and ceremony;
- Providing ad-hoc & administrative support, and undertaking other duties as assigned by supervisors.

Requirements:

- Bachelor's Degree with at least 2 years of work experience;
- Good communication and writing skills in both English and Chinese;
- Proficiency in PC operations (MS based applications and Chinese Word Processing);
- Strong analytical skills and ability to handle numerical data;
- Strong sense of responsibility, multi-tasking, self motivated, detail-oriented and well-organised;
- Interest in arts will be an advantage.

Salary offered will be commensurate with qualifications and experience. Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by **email** (hrrecruit@hkadc.org.hk) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **16 March 2025**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised.

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