



City Contemporary Dance Company (CCDC) is a well-established, non-profit making performing arts company and one of Hong Kong's leading cultural institutions. We are seeking candidates interested in a rewarding career in the arts for the following position:

Accounting & Administration Assistant / Officer

Responsibilities:

Perform general accounting duties, administration, and the ordinary routine of office work including facility management and daily supplies etc. Fieldwork is required if necessary.

Requirements:

- HKDSE or above or Diploma in Accounting/LCCI Level II, or equivalent;
- 1-5+ years of relevant experience in the accounting and administration field;
- Proficient computer knowledge and skills, including productivity software and accounting software, Chinese and English word processing (Proficiency in Dynamic Accounting System is an advantage)
- Ability to work on own initiative, conscientious, positive, loyal, reliable, diligent, courteous, and responsible;
- Knowledge and enthusiasm in art administration;
- Basic command of both written and spoken English and Chinese, proficiency in spoken English and Chinese will be an advantage;
- Undertake other ad hoc assignments as required.

Interested parties please send an application letter with full CV, current and expected salary to recruitment@ccdc.com.hk OR mail to CCDC, Flat F, 3/F., Golden Bear Industrial Centre, 66-82 Chai Wan Kok Steet, Tsuen Wan, N.T., Hong Kong. Please quote the applied position in the letter and on the envelope. All applications will be treated in strict confidence and personal information will only be used for recruitment related purpose.