

Administrative Officer 行政主任

Deadline: 30 Oct 2024

Unlock Dancing Plaza Limited is now looking for a full-time Administrative Officer who is passionate about performing arts and has a willingness to work as an arts administrator.

Providing administrative and finance support to the General Manager and the admin team, the Officer will perform the following duties:

- Perform daily office administrative duties;
- Perform daily accounting routines such as handling invoices, payment, receipts and filing.
- Perform some outdoor work (cheque bank-in and posting in needs);
- To manage, develop and report on project budgets and prepare financial reports for auditing proposes;
- Manage full recruitment cycle in a timely manner and prepare, review and implement the whole on-boarding process to engage new joiners;
- Handle and monitor the payroll to ensure accurate and timely processing;
- Responsible for overall HR administration tasks e.g. taxation enrollment, contract preparation etc.;
- Assist to plan and organise staff activities and staff engagement programmes;
- Handle ad hoc projects as assigned by the Managers and/or by the General Manager.

Requirements:

- Diploma or above in Accounting, HR or Business Administration with 1-2 years' relevant working experience
- Well-organised, efficient, motivated and detail-oriented
- Excellent communication and writing skills in Chinese and English
- Proficient in using MS Word, Excel, PowerPoint
- Knowledge of art and performing arts and preferably experience working in festivals or arts organisations.

Interested parties please send your full resume with covering letter and expected salary via email to hr@unlock.com.hk. All applications will be treated in strict confidence and personal information will only be used for recruitment related purpose.

About Unlock Dancing Plaza

Unlock Dancing Plaza is one of the most forward-thinking and adventurous contemporary dance company in Hong Kong. Determined to extend possibilities of dance making, Unlock aspire to develop a diverse performing arts ecology. Emancipate from institutionalized dance aesthetic, we propose to redefine dance as natural form of self-expression, honoring individuality, and breaking from the production-focused par for the course. In recent years, Unlock makes new attempt to conduct "Unlock Body Lab" - a series of research on dance and performances, initiates "dance-to- be" residency project, showcase platform, cultural exchange with overseas artists, and "#danceless" public participatory project.

Facebook: Unlock Dancing Plaza

Instagram: @unlockdancingplaza @danceless.unlock

Website: www.unlock.com.hk

Unlock Dancing Plaza is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 4 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment process.