



THE HONG KONG PHILHARMONIC SOCIETY LTD

Administrative Officer

Providing administrative support to the Administration and Finance Department, the Administrative Assistant will perform the following duties:

Key Responsibilities

- To provide administrative and clerical support and prepare procurement related documents;
- To maintain a list of office equipment and fixed assets;
- To maintain electronic and hard copy filing systems for the Administration team;
- To maintain staff attendance and leave records;
- To assist in sourcing vendors/suppliers for office supplies and equipment;
- To assist in UAT, data input, etc. during system upgrade and new system implementation;
- To assist in procurement process and to provide support in various projects implementation;
- To perform any ad hoc duties as assigned.

Attributes

- University graduate with major in Business Administration, Communications, Music, Art & Culture or other relevant disciplines;
- Well-organized, efficient, motivated and detail-oriented;
- Proficient in MS Office and Chinese word processing;
- Fluency in English and Chinese, including Mandarin;
- Pleasant personality with excellent communication and interpersonal skills;
- An interest in and knowledge of classical music will be an added advantage.

Applicants should send a detailed resume with current and expected salaries to hr-adm@hkphil.org.

Application deadline: 2 July 2024. All applications will be treated in the strictest confidence.

<http://www.hkphil.org>

(Personal data collected will be used for recruitment purpose only)