

Title: Subscription and Administration Officer (Full-time)

Job type: Permanent–Full Time

Location: Wanchai, Hong Kong

Founded in 1970, Arts of Asia ([www.artsofasia.com](http://www.artsofasia.com)) is the world's leading fine magazine of Asian art. Supported by leading museums, cultural organisations, universities and schools worldwide, as well as major auction houses and art dealers, and collectors and students of art, the magazine provides an unparalleled understanding of the international arts scene. It offers essential reading about Asian art and culture, and provides collectors and scholars of the field with a valuable research resource, as well as vital information about industry trends.

We have an exciting opportunity for a high caliber candidate to join our dynamic team.

### **Main Responsibilities**

- Manage print and digital subscriptions, handle client inquiries about their accounts and purchases
- Organise and prepare for magazine printing and shipping, working with circulation and external vendors to ensure successful magazine distribution and delivery
- Process correspondence, invoice and payments from/to advertisers, contributors, distributors and other vendors
- Assist with marketing and digital outreach initiatives such as social media posts, newsletters, website content management
- Other administration duties and projects as assigned

### **Requirements**

- Degree in business, communication, arts, media, art history or related field preferred; interest in Asian art an advantage
- At least 1 year of work experience
- Fluency in spoken and written English and Chinese
- Excellent command of Microsoft Office (Excel, Word, Outlook, PowerPoint), familiarity with social media and Mailchimp preferred
- Excellent communication, interpersonal and organisation skills
- Pro-active problem solver, ability to work independently and with a close team

All information gathered will be treated in strict confidence and solely used for recruitment purposes. Interested candidates please apply with CV, expected salary, and available start date by email to [info@artsofasia.com](mailto:info@artsofasia.com). Only shortlisted candidates will be contacted.