



Established in 1979, Chung Ying Theatre Company (CYTC) is a reputed theatre organisation financially supported by the Government of the HKSAR and a Venue Partner of Kwai Tsing Theatre, dedicating to promote dramatic arts and develop educational and outreach programmes. We are now looking for enthusiastic candidate to join our dynamic team.

Part-time Administrative Assistant

Job duties:

- To assist departments for administrative support and related paper work
- Assisting with the day-to-day operations of the office such as answering phone calls, taking messages
- Keeping and maintaining company good database
- Preparing and placing recruitment ads
- Participate in any ad hoc tasks as assigned

Requirements

- Hong Kong Certificate of Education Examination (CE) / Hong Kong Diploma of Secondary Education Examination (DSE) or above;
- Proficient in office computer skills, especially in Word, Excel and Chinese word processing
- Be responsible, initiative, hard working and well-organized
- Immediately available is preferred

Terms of employment

- Working hours: Flexible 2-3 days per week (Mondays - Fridays, 9:30 - 18:30, roster to be discussed with manager)
- Working location: Mid Level, Hong Kong

Interested parties please send an application letter with full resume to **Administration Department, Chung Ying Theatre Company, G/F, 10 Borrett Road, Hong Kong**, or by email to **hr@chungying.com**. All applications will be treated in strict confidence and personal information will only be used for recruitment-related purposes.