

Executive (Member Affairs)

Responsibilities:

- Responsible for all-round member affairs, such as admission, withdrawal application, members' class arrangement
- Handle parents' enquiries
- Perform as key role in system enhancement
- Assist in centre administration
- Perform ad hoc assignments as required
- 5-day Work, including Saturday & Sunday
- Work location: Tai Kok Tsui / Homantin

Requirements:

- Higher Diploma or above
- Solid experience in Education sector is an advantage
- Strong mindset in system implementation and enhancement is highly preferred
- Self-motivated, possess excellent interpersonal and communication skills
- Good command of written and spoken English & Chinese
- Proficient in MS Office applications
- Candidate with more experience will be considered as Senior Executive

Interested parties please send us **full resume stating current and expected salary and available date** to hr@hkcchoir.org.

Personal data collected will be used for recruitment purpose only.