



Hong Kong String Orchestra (HKSO) was founded by virtuoso violinist Jue Yao, SBS, BBS, JP in 2003. The Orchestra is committed to the development of professional platforms with our credo “grow young musicians, give joy of music”. HKSO strives to enrich Hong Kong’s cultural life with music and will continue to expand Hong Kong’s sophistication and unlimited vibrancy to the world.

We are now looking for an **Administration Officer** to join our team.

Key responsibilities will include but not limited to:

- Responsible for all administrative matters of the office, including filing, HR and finance related matters
- Setting up proper policy and procedure to administer staff attendance and leave record
- Preparation of monthly payroll and MPF contribution
- Preparation of payroll to teachers and musicians
- Setting up proper filing system for all HR & Admin related matters
- Support in all administrative matters related to pre and post-concert as well as tour matters, including but not limited to travel booking and other logistics arrangements
- Coordinate with vendors for IT & other equipment maintenance
- Work with Accounts Team for administration and ongoing update of fixed asset record
- Assist in personal matters of the Artistic Director and any duties as requested by her

Requirements

- Higher Diploma or Degree holder in Human Resources Management or related discipline
- Minimum 5 years of relevant experience preferred
- Well versed in Hong Kong Employment Ordinance and MPF regulations
- Detail-minded, responsible, proactive and able to work independently
- Good team player with effective communication and interpersonal skill
- Proficiency in Microsoft office (Word and Excel) and Chinese Word Processing
- Responsible, hardworking, able to multi-task to meet tight schedule
- Immediate available is highly preferred

Interested parties please submit application with detail CV, current and expected salary to manager@stringorchestra.org.hk (Data collected would be used for recruitment purpose)