



Administrative Officer (Ref: AO)

Job Duties

- Responsible for all-rounded general administrative duties including office support, procurement, office maintenance etc.
- Liaise with vendors for quotations and perform cost analysis.
- Assist manager in arranging the insurance renewal and other insurance procurement.
- Participate in ad-hoc administration projects e.g. renovation, document management etc.
- Assist Ensure office supplies and preventative maintenance is arranged timely.
- Provide support as a backup receptionist.
- Assist in coordination and organization of company events.
- Prepare regular reports and perform any other ad-hoc duties as assigned by superiors.

Job Requirements

- DSE or above with at least 1 year of relevant working experience in general administration.
- Sound knowledge in office insurances and experience in liaising with insurers is preferred.
- Well-organised, detail oriented, proactive and self-motivated to work, ability to prioritize work.
- Excellent communication and interpersonal skill. Able to work independently.
- Good command of both written and spoken English and Chinese.
- Immediate availability is preferred.

Interested parties please email your resume and covering letter (please quote our reference, your current and expected salary and available date) to Human Resources Department, Hong Kong Arts Centre via email hr@hkac.org.hk. Only short-listed candidates will be contacted.

We are an equal opportunities employer committed to workforce diversity and fair employment practices. All data collected will be used for recruitment purpose only.