



Administrative Officer (Hong Kong Art School)

Job Duties

- Provide administrative support to the office daily operation, including handling email and phone /walk in enquiries and manage the reception/enrolment counter.
- Handle complaints and follow up with relevant parties, and compile complaint report.
- Provide administrative duties to school functions including student admission, student registration and enrolment, tuition fee payment, financial aid, financial reports, and student activities.
- Liaise with internal and external stakeholders for students and school activities.
- Assist in organization of school functions, events and activities.
- Provide administrative support in administrative operations, procurement and facility management.
- Other ad hoc tasks as assigned.

Job Requirements

- Degree holder with a minimum of 2 years of relevant working experience, preferably in school services.
- Excellent communication skills in English and Chinese (including Mandarin).
- Excellent time management and able to prioritize tasks.
- Well-organised, systematic with multi-tasking ability.
- Proactive, flexible, detail-oriented, customer-oriented, good telephone and customer handling skills, with strong sense of responsibility and good problem-solving skills.
- Immediate available 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.