

Established in 1995, the Hong Kong Arts Development Council is a statutory body set up by the Government to support the broad development of the arts in Hong Kong. Its major roles include grant allocation, policy and planning, advocacy, promotion and development, and programme planning.

Part-Time Officer (Job ref: PTO-2506-HKAAA)

Responsibilities:

- Perform all-round reception counter service, answer phone calls and general enquiries;
- Record and distribute incoming and outgoing mails/couriers and e-Fax etc;
- Handle meeting room bookings and provide logistic support for Council / Committee meetings;
- Record and ensure office stationery supplies and distribution;
- Responsible for record grant applications registrations and distribution;
- Other ad-hoc duties assigned by supervisors.

Requirements:

- Higher Diploma holder or above with minimum 1-year experience;
- Proficiency in PC operations (MS based applications and Chinese Word Processing);
- Punctual, work independently and good at multi-tasking;
- Knowledge and previous working experience in retail, customer service, sales and marketing field would be an advantage.

Working Hour:

Average 16 hours per week

Salary:

A fixed rate of \$70/hour

Successful candidate will be offered a 12-month contract. Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by **email** (hrrecruit@hkadc.org.hk) **or post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **26 February 2025**.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised.

HKADC is an Equal Opportunities Employer