**Executive (Programme Coordination)**

***Responsibilities:***

* Provide support for the daily programme/course administration and coordination
* Handle enquiries from parents, members & tutors
* Prepare learning materials
* Assist in organizing programme-related events and activities
* Perform ad hoc assignments as required
* 5-day Work, including Saturday and work outside of normal schedule when necessary

***Requirements:***

* Higher Diploma holder or above
* At least 2 years’ experience in programme/course administration or education industry
* Strong interest in Arts Education or Child Education
* Proficiency in MS Office applications and administrative duties handling
* Knowledge of music score reading is a plus
* Self-motivated, meticulous and attentive to details
* Excellent interpersonal and communication skills
* Good command of written and spoken English & Chinese

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

*The personal data collected will be used for recruitment purposes only.*