



Receptionist / Administrative Assistant (1-year Renewable Contract)

Responsibilities:

- Perform general reception duties including but not limited to attending and transferring incoming telephone calls and enquiries, greeting visitors and guests with a pleasant manner, etc.
- Handle enquiries and requests from guests and visitors in a timely and professional manner; offer immediate assistance to them if needed.
- Provide courteous, professional and efficient service at reception at all times.
- Manage courier and mailing arrangements, and handle office supplies.
- Perform any ad hoc projects if needed.

Requirements:

- DSE or above with at least 1 year of relevant working experience at reception counters, with previous work experience in an art organisation being an added advantage.
- Well-organised, detail oriented, proactive and self-motivated to learn and work, ability to prioritize work.
- Excellent communication and interpersonal skill. Able to work independently.
- Good PC knowledge in MS Office, Excel, Email & Chinese word processing.
- Immediate availability is highly preferred.

Interested parties please email your resume and a covering letter (please quote our reference, expected salary and available date and time) 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.