



Part-time Course Operation Assistants

Part-time Course Operation Assistants are needed to support the part-time performing arts learning courses provided by HKAPA EXCEL.

Duties and Responsibilities:

1. Prepare and provide operational & logistical support such as class set up, equipment preparation, and live support to different courses and programmes.
2. Handle phone calls and walk-in enquiries
3. Handle course enrolments
4. Liaise with students, tutors, or parents on course arrangement.
5. Provide general administrative and clerical support such as data entry, stock check, etc.
6. Perform ad hoc task requests as assigned by supervisor.

Requirements:

- Good command of English, Putonghua and Cantonese
- Proficiency in MS Office applications (including MS Word, Excel and Chinese Word Processing)
- Good Communication and Interpersonal Skills
- Experience in learning centre support or knowledge in AV equipment is an advantage
- Work Place: HKAPA Wanchai Campus or other hired venue
- Work Time: at least 3 hours each time in the evenings, Sat, Sun, or public holidays.

Part-time Salary: \$75 per hour

Please email your detailed CV to hr.excel@hkapa.edu

EXCEL is an equal opportunity employer.

Personal data collected will be used for recruitment-related purposes only.

兼職課程助理

演藝進修學院開辦多元化的晚間和假日的兼讀課程，現招聘兼職課程助理，協助處理課程的運作及相關的文書工作。

職責：

1. 安排和協助處理課程運作及上課前後之相關事宜。
2. 回答課程相關的查詢。
3. 協助處理報讀課程。
4. 與學生, 導師及主管聯絡有關課程安排事宜。
5. 處理一般課程行政工作。
6. 處理其他由主管所委派之工作。

要求:

- 能以英文, 普通話及廣東話溝通
- 熟悉電腦的運作
- 有良好的溝通及人際關係技巧
- 具備學習中心之工作經驗或操作視聽器材, 將獲優先考慮。
- 工作地點：演藝學院灣仔校園或其他租用場地。
- 工作時間: 每次工作最少 3 小時，需在平日的晚上、星期六、日或公眾假期工作。

兼職薪金: 時薪 HK\$75

歡迎有意應徵者將個人資料或履歷表電郵至 hr.excel@hkapa.edu

EXCEL 是平等機會的僱主。收集的個人資料僅用於招聘相關目的。