



Hong Kong Schools Music and Speech Association

*the organization which presents the annual
Hong Kong Schools Music Festival and
Hong Kong Schools Speech Festival*

invites applications for the post of

Temporary Administrative Assistant (Projects)

Period of Employment: Early September 2023 till late April 2024

Duties:

- To assist the coordination works of Festival Assistants for the two Festivals
- To assist in the general administration and logistics works related with the two Festivals
- To handle telephone enquiries and counter service

HKAAA_JOB MKT

Requirements:

- Post-Secondary Education in any discipline; experience in event planning and customer service is an advantage
- Good interpersonal skills in handling enquiries
- Able to communicate in English, Cantonese and Putonghua
- Good knowledge of MS Office and Chinese word processing

Monthly Salary: HK\$16,695

Please send a full resume including present and expected salary to the Accounts and Administration Manager via email to “recruitment@hksmsa.org.hk” on or before **17 August 2023**.

Only short-listed candidates will be contacted.

(Personal data collected will be used for recruitment purpose only).