

Sprawling on an oasis hillside in Lai Chi Kok with a cluster of grade III historic buildings, Jao Tsung-I Academy (JTIA) is an award-winning project under the first batch of the “Revitalising Historic Buildings Through Partnership Scheme” of the HKSAR Government. JTIA is a cultural landmark promoting Chinese culture, facilitating cultural and education exchanges. By organizing various exhibitions, seminars, workshops, performing arts, education programmes in this cultural hub, JTIA encourages the general public in experiencing a unique cultural heritage in Hong Kong.

Senior Account Executive / Account Executive (Venue Operations)

Summary/Objective

Reporting to the Project Manager, he/she will be responsible for venue rental operations including customer services and operation monitoring.

Duties:

- Develop and implement effective sales and pricing strategies;
- Provide full range of customer service to venue users;
- Handle venue booking enquiries and reservations;
- Follow up customer orders, build and maintain good customer relationships;
- Liaise with cross functional departments to ensure implementation of sales plans;
- Assist in the design and production of promotion materials.

Requirements:

- Higher Diploma or above in event / venue management or related discipline
- 2 years or above experience in sales, customer service and venue operation
- Experience in public sector or non-profit organization is an added advantage
- Good command in spoken and written English and Chinese
- Proficiency in MS Office
- Require to work on shift according to the roster including weekends and public holidays

Salary will be commensurate with qualifications and experience. Interested parties please send a detailed resume with expected salary, together with a cover letter to recruit@jtia.hk. (Please quote the job title on your cover letter)

For details of the company, please visit website www.jtia.hk

As an NGO we welcome disabled, non-engaged youth, single parents, and individuals from low-income families who satisfy the above requirements to apply. All information collected will be used for the purpose of recruitment only.