

About Hong Kong Ballet

Hong Kong Ballet is one of the premier classical ballet companies in Asia and is internationally recognised as a top institution that represents Hong Kong's unique character. Since 1979 Hong Kong Ballet has evolved into a vibrant performing arts organisation with accomplished dancers and a strong repertoire composed of a range of stunning, technically challenging productions. The company has grown and flourished over the years, and today engages a roster of over 40 dancers from all over the world. Led by Artistic Director, Septime Webre, Hong Kong Ballet's repertoire combines 19th to 21st century classical masterpieces, acclaimed contemporary works and newly commissioned ballets performed to audiences in Hong Kong and abroad. hkballet.com

We are seeking a candidate to fill the following position:

Administrative Assistant/ Officer

Main Responsibilities

- Support the general administration tasks of the back office, including office reception, incoming/ outgoing mails arrangement, ordering of office supplies, office maintenance and prepare relevant documents/reports, etc.
- Provide logistic support to the Company's events
- Responsible for data input of the Company's ERP system
- Develop and maintain strong relations with vendors and outside related parties of the Company
- Ad hoc tasks assigned by the department head or the designated person

Requirements

- Higher Diploma holder or above with 1 to 2 years relevant working experience
- Proficiency in computer skills, Word, Excel, PowerPoint, Chinese Word processing
- Detail-orientated, team-player with initiative, open to flexible working hours
- Good written and spoken English and Chinese (including Mandarin)
- Good telephone manner, fast learner and hard working
- Candidate with more experience will be considered as Administrative Officer
- Immediate available is preferred

Interested parties please submit application with detail CV, indication of availability, current and expected

HK BALLET

香港芭蕾舞團

NEVER
STANDING
STILL

salary to recruitment@hkballet.com or by post to Assistant HR Manager, G/F, 60 Blue Pool Road, Happy Valley, Hong Kong.

(Data collected would be used for recruitment purpose only.)