



PART-TIME Programme Assistant

EXCEL (Extension and Continuing Education for Life), The Hong Kong Academy for Performing Arts, is now recruiting a number of Part-time Programme Assistants.

Job Description

- Prepare and provide operational and logistical support to different courses and programmes (e.g. venue setup and arrangement, preparation of equipment, live support etc.)
- Handle phone call and walk-in enquiries
- Handle course enrolments
- Assist in liaison with students and instructors
- Provide general administrative support (e.g. data entry, stock take etc.)
- Perform ad hoc projects/tasks assigned by supervisors

Requirement

- Fluent in Chinese and English
- Fair mandarin would be an advantage
- Good command of Microsoft Office, English and Chinese word processing
- Good interpersonal and communication skills
- Be proactive and willing to learn and deliver
- Strong sense of responsibilities

Working Schedule

The Part-time Programme Assistant will be assigned to work in selected days and time slots, depending on operational needs. Part-time assistants who are performing well will be offered more work opportunities. Normal working schedule is within the following working hours:

- Mon – Fri: 6:30pm – 10:00pm
- Sat: 10:00am – 9:00pm
- Sun: 9:00am – 7:30pm

Salary

\$50 per hour

Location of Work

HKAPA Wanchai Campus, 1 Gloucester Road, Wanchai, Hong Kong

Application

Please apply in writing with full résumé to the **Extension and Continuing Education for Life (EXCEL), The Hong Kong Academy for Performing Arts**, via email to marychan.ex@hkapa.edu and derekcheng.ex@hkapa.edu.