

## **New World Facilities Management Company Limited**

Established in 2009, New World Facilities Management Company Ltd. ("NWFM") is the management company of Youth Square. Located in the proximity of MTR Chai Wan Station, Youth Square strives to become the focal point of Hong Kong's territory wide youth development activities.

Youth Square adopted an innovative spatial design to reflect a new generation's identity. Youth Square comprises a wide range of facilities such as theatre, studio, multi-purpose area, hostel, retail shops and offices.

NWFM is inviting candidates with the right caliber to join our team.

### **Clerk (Part-time)**

#### **Responsibilities:**

- To perform as the semi check point of Confirmed Booking Form (CB) payment completion
- Data entry CB information and report request materials into Event Business Management Software (EBMS)
- Export data and breakdown into report format
- Entering name card information to excel file
- Preparing mailing list
- Assist in preparing meeting document
- Handle general clerical works such as filing, photocopying and scanning, preparing mailing list and meeting document
- Creation and development of presentation materials for internal marketing and communications
- Conduct desk-top and field Research and Trend Study for internal reference
- Handle ad hoc project as assigned

#### **Requirements:**

- Diploma or above in Business or related discipline
- Proficiency in PC application; including Word, Excel, PowerPoint and Chinese Word processing and social media is preferred
- Detail minded, well-organized, responsible and willing to pick up ad-hoc tasks
- Immediate available preferred
- Able to work for 2 to 3 days per week

We offer competitive salary and attractive benefits to the right candidates. Interested parties please send resume with expected salary to Human Resources Department, New World Facilities Management Company Limited, Room 706, 7/F, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong or email to [resume@youthsquare.hk](mailto:resume@youthsquare.hk)

For details of the company, please visit website [www.nwfm.com.hk](http://www.nwfm.com.hk)

*Personal data collected will be used for recruitment purpose only. All collected information will be kept on our files for 12 months.*