



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 calibre to join our team.

Administrative Assistant (1-year contract)

Responsibilities:

- Provide full spectrum of secretarial support to Operations Department
- Handle administrative work of the Operations Department for quality deliverables and/or other regular documents, instruments' specifications including but not limited to training enrollment, repair request application and purchase requisition, data mining, stock check, maintenance schedule, filing system management and license management, etc.
- Manage and co-ordinate with various functions of the Operations Department in the preparation of document including but not limited to periodic reports, meetings document, presentation materials, etc.
- Liaise and coordinate with internal and external parties on meeting arrangements
- Organize the daily schedules and business appointments
- Assist in organize department events and activities
- Responsible for handling incoming calls, greet and serve visitors and guests
- Handle ad hoc tasks as assigned

Requirements:

- Diploma holder in Business Administration, venue management or theatrical management or related disciplines
- At least 2 years of broad base administrative experience
- Proficiency in English, Cantonese, Putonghua
- Proficiency in Microsoft Office applications and Chinese type-writing are prerequisites
- Excellent interpersonal skills, self-motivated, detail-minded, able to work under pressure and observe confidentiality and discretion with multi-tasking ability
- Knowledge of professional theatrical equipment and operation experience is an advantage
- Knowledge in the application of event management system and URBTIX Ticketing System is an advantage
- Candidate with less experience will also be considered
- Require to work on shift according to the duty roster including weekends and public holidays

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

For details of the company, please visit website 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.