



## **Hong Kong Schools Music and Speech Association**

*the organization which presents the annual  
Hong Kong Schools Music Festival and  
Hong Kong Schools Speech Festival*

invites applications for the posts of

### **Administrative Assistant**

#### **Responsibilities:**

- To assist the coordination works of the English Speech Festival
- To assist in the preparation and production of the English Speech Festival Syllabus
- To assist in the general administration and logistics works related to the Speech and Music Festivals
- To be on duty for events held occasionally during holidays
- To handle telephone enquiries and counter service
- To provide administrative support to the Association office

#### **Requirements:**

- Post-Secondary or Diploma in any discipline with 2-year working experience
- Fluent in English (written and spoken)
- Able to communicate in Cantonese and Putonghua
- Good interpersonal skills in handling enquiries
- Good knowledge of MS Office and Chinese word processing

**Starting Salary:** HK\$14,780 (MPS Point 3)

### **Clerical Assistants**

#### **Responsibilities:**

- To provide general administrative support to the Association office

- To handle phone-in and walk-in enquiries and counter services
- To order office stationeries/supplies and keep inventory
- To assist Administrative Assistant in handling the competition materials for the Speech and Music Festivals
- To coordinate the delivery of festivals competition materials to venues
- To be on duty for events held occasionally during holidays
- To perform work related errands as requested

**Requirements:**

- Form 5 or above with 2-year working experience
- Knowledge of MS Office and Chinese word processing
- Able to communicate in English, Cantonese and Putonghua
- Good interpersonal skills in handling enquiries
- A good team player and self-motivated

**Starting Salary:** HK\$12,265 (MPS Point 0)

Please send full resume with present and expected salaries, and date of availability, to the Accounts & Administration Manager, Hong Kong Schools Music and Speech Association, Room 303, 7 Carmel Village Street, Homantin, Kowloon no later than **22 March 2019**.

Please state the post “A.A.” or “C.A.” on the envelope.

Only short-listed candidates will be contacted. Data collected will be used for recruitment purpose only.