

Project Manager

Hong Kong International Music Academy Limited

Hong Kong International Music Academy was established in 2017. The Academy provides students of Primary, Secondary, Kindergarten and International Schools with professional and quality music education. We also provide a wide range of instrumental training with one-on-one and small group lessons. Our students excel in all levels of instrumental examinations and competitions. We are currently looking for a friendly and energetic person with a heart to serve the students and to execute the projects of the Academy.

Major Responsibilities:

- Monitor the implementation of projects and programmes;
- Organize and manage music programmes and lessons, events and activities;
- Liaise with parents, students, tutors and clients on lessons, events and activities;
- Handle daily logistics and administrative duties, including phone and email communications, database management and filing, etc;
- Maintain inventory storage of music instruments and scores;

Requirements:

- Bachelor Degree;
- Minimum 1 year's relevant experience preferably;
- Organized, self-motivated, detail-conscious and independent;
- Good communication, interpersonal and marketing skills;
- Good command of both written and spoken English, Chinese and Putonghua;
- Able to work flexible hours.

Applications:

Please submit your application, with full resume, availability and expected salary to the General Manager, Hong Kong International Music Academy Limited via jacksonleung@hkima.com.hk on or before 30 April 2019. Personal data collected will be used for recruitment-related purposes only.