



Aria Academy of Music (AAM) is a reputed music institute specialises in providing vocal and performing arts training through comprehensive curriculum tailored to all skill levels. Led by the renowned vocal artists Albert Lim and Alex Tam, with top teaching staff in Hong Kong, the Academy aims to promote vocal arts and to bring enjoyment to students through music education and performance training.

We are inviting high calibre candidate to join our dynamic team.

Administrative Officer

Responsibilities

- Provide general administrative support and handle day-to-day office operations
- Manage the reception area and handle enquiries
- Assist in promoting music courses and events
- Coordinate and assist in organising concerts and music programmes
- Perform ad hoc duties when required

Requirements

- Degree holder with preferably 2 years of relevant working experience
- Good command of written and spoken English and Chinese (including Mandarin)
- Good interpersonal and communication skills to work with different parties
- Responsible, well-organised, detail-oriented; possess positive work attitude
- Have passion for music and arts education
- Proficiency in computer skills including MS Office and Chinese word processing; knowledge in Photoshop and Illustrator would be a bonus
- Proactive and willing to work at weekends

Candidate with less experience and qualification will be considered as *Assistant Administrative Officer*.

Interested parties please submit application with full resume, indication of availability and your current and expected salary by e-mail to recruit@ariamusic.com.hk or by post to Aria Academy of Music, 2402-03, 24/F, Keen Hung Commercial Building, 80 Queen's Road East, Admiralty, Hong Kong, on or before **30 April 2019**. Personal data collected will be used for recruitment purpose only.