



HKALPS is a registered charitable organization under Section 88 of IRO. One of our current projects is to create a user-friendly platform called VESSEL – three sites alongside with the beautiful Kwun Tong Promenade and partially under the shelter of Kwun Tong Bypass. We are managing and operating the semi-outdoor public areas with used cargo containers being assembled into some innovative amenities.

The goal of VESSEL is to build a creative hub, engaging both the older and younger generations, promoting individual discovery and social inclusion from local neighbourhood to cross-sector communities by means of arts, culture, green living and community engagement.

www.vessel.org.hk

It is also our objective to provide our working team members with an exciting environment to develop a challenging yet rewarding career. We anticipate passionate and energetic community work lovers to join our team. This is indeed a social mission rather than a typical career job. We are inviting individuals who are having similar passion as ours to join. To cope with our on-going development, we are now inviting applications for the following positions:

Venue booking officer 場地租務主任

Responsibilities:

- Assist in venue booking arrangement
- Handle booking venue enquiries and arrange guided tours
- Assist in coordination of programmes and events
- Organize/Oversee the daily operation of HKALPS and assist in general administration
- Any other duties and additional assignments as from time to time assigned by the Chair and/or Board of Directors
- Outdoor work is required and have to work shift on weekend, Sunday and public holidays

Requirements:

- A degree holder, with 2-4 years' working experience in customer service and booking experiences are preferable
- Detail oriented, able to provide good customer service
- Excellent command of verbal and written English and Chinese and communication skills
- Proficient in handling Microsoft Office, especially Microsoft Excel
- For those applicants having less experiences as required will be considered for the post of Booking Assistant

Interested parties, please send full resume with a cover e-mail and expected salary to admin@hkalps.org. Application deadline: September 12, 2019. Those who are not contacted within 4 weeks should consider their application unsuccessful. All data is collected for the purpose of recruitment only and will be treated in the strictest confidence.