

Music & Art Administrative Assistant (REF: A3/MAAA/TKOTEC/AAA)

Location: Wanchi

Roles & responsibilities:

- Provide administrative and logistic support to extra-curricular activities at client schools;
- arrange course schedule, collect course fees, perform roll-call, and manage class order;
- set-up venue, prepare teaching materials and manage course equipment/instruments;
- liaise with schools, instructors and service providers, answer students and parents enquiries;
- assist in preparing tender and procurement, provide general clerical support and book keeping;
- assist in concert/events and provide reception service at Centre;
- perform related support services as assigned by supervisor; and
- occasionally required to deploy to the Centre's client schools and work irregular hours, including evenings and weekends.

The ideal candidate should possess:

- (a) 5 passes in HKCEE including Chinese Language, English Language (Syllabus B) and Mathematics or equivalent with at least 1 year of working experience; or
- (b) completion of F.5 or above with at least 2 years of working experience;
- preferably with experience in handling extra-curricular activities in school/social centre/music centre or equivalent;
- knowledge in sports, arts, performing arts, design will be an advantage;
- able to communicate using Cantonese, English and Putonghua;
- mature and able to work independently; and
- proficient in both Chinese and English word-processing skills.

(Please specify in the resume or application form the academic results/relevant qualifications and working experience you have attained in detail.)

Compensation & employment terms:

The successful candidate will be appointed on contract terms with a salary currently at \$13,870 per month (Tung Wah Master Pay Scale Point 2). The salary is subject to downward/upward adjustment or may be frozen as determined by Tung Wah and/or as appropriate with reference to the civil service pay review. The fringe benefits include paid leave, medical services, dental scheme and training sponsorship. The incumbent will normally work under a 5-day week schedule subject to operational needs and exigencies of the service.

Application:

Please send your resume or completed application form <F601> to the Principal Human Resources Manager, Tung Wah Group of Hospitals at 4/F., Wong Fung Ling Memorial Building, 12 Po Yan Street, Hong Kong by **16 September 2019**. **The reference code should be marked both in the letter and on the envelope.** Application forms are obtainable in person or can be downloaded from <http://www.tungwah.org.hk>. Personal data provided by applicants will be used strictly for recruitment purpose only and in accordance with the Tung Wah's personal data policy. Applicants not invited to attend an interview by 31 December 2019 may assume that their applications are unsuccessful.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER