

Part Time Officer (Job Ref: PTO-2612-HKAAA)

Main Duties:

- Provide general administrative and clerical support for department projects;
- Prepare and seek bulk promotional mailings and invitations, and handle follow-ups;
- Respond to phone and email enquiries from participants and the public;
- Maintain and update contact lists and mailing records;
- Assist with eDM database cleansing and basic data entry;
- Support event registration and logistics on-site; and
- Help with simple graphic design, copywriting, proofreading, and other ad-hoc tasks as required.

Requirements:

- Matriculated or above; undergraduates welcome;
- Good command of written and spoken English and Chinese;
- Proficient in MS Office and Chinese word processing;
- Strong communication and interpersonal skills;
- Administrative experience and knowledge of arts are advantages; and
- Immediate availability preferred.

Working Hour: Average 16 hours per week

Remuneration Package:

Successful candidate will be appointed on a 1-year fixed-term contract. Renewal of contract will be subject to the operational needs and the performance of the candidate. This position offers a fixed rate of HK\$70 per hour.

To Apply:

Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history, and indicating your earliest availability by email (hrrecruit@hkadc.org.hk) no later than **27 July 2026**. We **ONLY** accept & consider applications submitted online. If your profile is deemed suitable, your CV may be shared with other teams for consideration. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data of unsuccessful candidates will be destroyed in 12 months after the closing date. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised.