



Founded in 1956 by John D. Rockefeller 3rd in New York, the Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center (“ASHK”) is an affiliate of The Asia Society and is currently looking for a high caliber candidate to join our team.

Visitor Service Ambassador

Responsibilities:

- General duties of receptionist at the front desk;
- Handle enquiries at front desk and via phone, email & fax about the Center’s facilities and directory, programs/events including films, seminars/conferences/forums, site tours, venues’ booking and membership with the most up-to-date information;
- Responsible for box office(s) ticketing for all Asia Society programs/events;
- Assist in crowd control and traffic for multiple events during the day;
- Receive visitors to the Center;
- Provide administrative support to daily operation of front desk/ merchandise store/ gallery;
- Assist in coordination, paperwork and execution of events; and
- Other ad hoc duties as assigned

Requirements:

- Diploma or above with a minimum of 2 years’ relevant experience, preferably in customer service or events support;
- A good team player with an eye for details and the ability to multi-task in a fast-paced, changing environment;
- Good organizational and administration skills;
- Cheerful, tactful, enthusiasm, flexible, friendly and positive personality;
- Good interpersonal and communication skills (written and oral);
- Proficiency in MS Office, including Word, Excel and PowerPoint;
- Complete fluency in written and spoken English, Cantonese and Putonghua; and
- Shift duty is required (including evenings), Monday to Sunday.