



Senior Project Officer (Special Projects)

Job Duties

- Support end-to-end project lifecycle, including project planning and scheduling.
- Provide regular progress reports and ensure effective communication of project status to stakeholders.
- Assist the Senior Manager in assigning tasks, ensuring timely deliverables and project milestones are achieved.
- Manage the logistical aspects of events and activities to make sure for smooth operations.
- Demonstrate a strong sense of responsibility, excellent interpersonal and organization skills and attention to details.
- Be a creative self-motivator who aims to drive things forward both in strategy and execution.
- Oversee complex projects that require aligning strategies and priorities across various departments.

Job Requirements

- Tertiary qualifications with 3+ years of relevant working experience in events and project management.
- Excellent written and verbal communication skills, with the ability to effectively tailor messages to different audiences and platforms.
- Strong multi-tasking skills and able to work under pressure.
- Self-motivated, well-organised, detail-oriented, capable of independently work with a positive and committed attitude.
- Possess a strong sense of responsibility as well as excellent interpersonal and organisation skills.
- Proficient in MS Office and Chinese Word Processing.
- Passion for fostering community connections through arts and culture initiatives.

Interested parties please email your resume and covering letter (please quote our reference, your current and expected salary and available date) to Human Resources Department, Hong Kong Arts Centre via email hr@hkac.org.hk. Only short-listed candidates will be contacted.

We are an equal opportunities employer committed to workforce diversity and fair employment practices. All data collected will be used for recruitment purpose only.