

R&T (Rhythm & Tempo) Limited

Administrative Officer (Job vacancy: 1)

Posted on: 18 Mar 2024

Application Deadline: 17 Apr 2024

Job description:

- Assisting the company in daily administrative work and studio operations;
- Assisting the Manager in preparing proposals & completing reports;
- Assisting in publicizing company's projects on online social media platforms;
- Managing the documents and files of the dance company;
- Assisting the dance company in organising activities and productions.

Requirements:

- A degree holder or equivalent; preferably with experiences in theatre arts and culture;
- Having lived in Hong Kong for over 5 years;
- Independent, careful and organized with good interpersonal and communication skills;
- Excellent in written Chinese and English, fluent in oral Cantonese and English;
- Proficiency in MS Office and Google;
- Enthusiastic in dance, music or theatre;
- Knowledge in graphic design and video editing tools is an advantage but not necessary.

Salary and benefits:

- Monthly salary based on qualifications and experiences of the candidate;
- Annual leave, employee's insurance, MPF, and other related welfare;
- Regular working period: 5 days per week. Working on public holidays may be required;
- Bonus for good performances in company productions.

Interested individuals may email your CV with expected salary and availability to INFO@RNTTAP.COM.

Please list out all the creativity tools that you are familiar with and use the email subject of "Job Application-(your full name)". All information provided will be kept confidential and be only used for the recruitment purposes of the related position. For enquiries, please contact us at 3996 8331.