



Established in 1979, Chung Ying Theatre Company (CYTC) is a reputed theatre organisation financially supported by the Government of the HKSAR and a Venue Partner of Kwai Tsing Theatre, dedicating to promote dramatic arts and develop educational and outreach programmes. We are now looking for enthusiastic candidate to join our dynamic team.

Head of Administration

Duties:

- Provide comprehensive administrative support to the Board of Directors and Senior Management.
- Organise and coordinate quarterly Board and Committee meetings, as well as the Annual General Meeting, including preparation of agendas and papers, and accurate minutes-taking.
- Lead, supervise, and manage the Administration team to ensure effective workflow and optimal productivity.
- Ensure corporate compliance and oversee the full spectrum of human resources functions, including recruitment, staff relations and communication, compensation and benefits administration, and staff training and development.
- Liaise with relevant government bodies to ensure smooth daily operations and proper office maintenance.
- Oversee all IT-related matters, including management of the internal server and M365 administration.
- Review, manage, and allocate office resources and administrative support services efficiently.
- Plan, coordinate, and lead office-related events and administrative projects.
- Perform ad-hoc duties and projects as assigned by management.

Requirements:

- Bachelor's degree or above in Business Administration, Human Resources Management, Corporate Governance, or a related discipline.
- Minimum of 5 years relevant experience in office management and administration, preferably gained in NGOs or similar institutions.
- Proven experience in providing high-level administrative support to Senior Management.
- Excellent command of spoken and written English and Cantonese.
- Proficient in M365 administration and Microsoft Word, Excel, and PowerPoint, with strong English and Chinese word-processing skills.
- Detail-oriented, well-organised, and able to work effectively with stakeholders at all levels.
- A strong team player with good interpersonal and communication skills.

Salary and Benefits

Salary is commensurate with qualifications and experience of the successful candidate. Fringe benefits include rest days, public holidays, annual leave, sick leave, maternity leave, paternity leave, medical insurance, employee's compensation insurance and MPF.

Interested parties please send an application letter together with a full resume (in both **Chinese and English**) and expected salary to **Administration Department, Chung Ying Theatre Company, G/F, 10 Borrett Road, Hong Kong**, or by email to **hr@chungying.com** on or before **12th May 2026**. All applications will be treated in the strictest confidence. Applicants who are not invited for an interview by **1st June 2026** may consider their applications unsuccessful. Enquires Tel: 3961 9800 (Personal data collected will be used for recruitment purposes only.)