



**Aria Academy of Music (AAM)** is a reputed music institute specialises in providing vocal and performing arts training through comprehensive curriculum tailored to all skill levels. Led by the renowned vocal artists Albert Lim and Alex Tam, with top teaching staff in Hong Kong, the Academy aims to promote vocal arts and to bring enjoyment to students through music education and performance training.

We are inviting high calibre candidate to join our dynamic team.

### **Administrative Officer**

#### **Responsibilities**

- Provide general administrative support and handle daily office operations
- Perform reception duties, such as handling incoming calls and enquiries
- Manage course enrolment, class scheduling and other related duties
- Assist in organising concerts, workshops and other events
- Perform ad hoc duties as assigned by supervisors

#### **Requirements**

- Degree holder with at least 2 years of relevant work experience
- Good command of written and spoken English and Chinese (including Putonghua)
- Good interpersonal and communication skills to work with different parties
- Responsible, well-organised, detail-oriented; possess positive work attitude
- Have passion for music and arts education
- Proficiency in computer skills including MS Office and Chinese word processing
- Available to work on weekends
- Immediate availability is preferred

Candidate with less experience and qualification will be considered as *Assistant Administrative Officer*.

Interested parties please submit application with full resume, indication of availability and your current and expected salary by e-mail to [recruit@ariamusic.com.hk](mailto:recruit@ariamusic.com.hk) or by post to Aria Academy of Music, 2402-03, 24/F, Keen Hung Commercial Building, 80 Queen's Road East, Admiralty, Hong Kong, on or before **31 October 2023**. Personal data collected will be used for recruitment purpose only.