

**Executive Assistant**

An exciting opportunity has emerged for an Executive Assistant to join the HK Phil. In this role, you will have the chance to work in a vibrant environment with a diverse culture and background.

The primary responsibilities of the Executive Assistant will revolve providing comprehensive support for the Chief Executive's (CE) daily operational tasks and assisting in various business responsibilities.

**Key Responsibilities**

- Provide high-level administrative support to the CE, such as managing the calendar, scheduling meetings, coordinating travel arrangements and hospitality of guests, claiming of business expenses, etc.;
- Assist in managing communications, including screening emails, answering phone calls, and handling inquiries;
- Coordinate and facilitate internal and external meetings, conferences, and events;
- Foster strong working relationships with stakeholders, both internal and external, including working level of government officials, Hong Kong ETOs, cultural institutions and corporates in Hong Kong, the Greater Bay Area and Mainland China;
- Provide support to the Board of Governors and various committees in scheduling regular meetings, arranging concert ticket requests, etc.;
- Administer the Bernard Van Zuiden Music Fund project on an annual basis;
- Conduct research and prepare reports, presentations, and correspondence on behalf of the CE;
- Perform ad hoc tasks and assist with special projects as and when assigned by the CE from time to time.

**Attributes**

- Bachelor's degree or an equivalent qualification with prior experience as an executive assistant or similar role supporting senior executives;
- Excellent organizational and time management skills, with the ability to multitask and prioritize effectively;
- Independent, proactive, flexible and adaptive in a dynamic environment;
- Good interpersonal skills and the ability to build relationships with stakeholders at all levels;
- Strong written and verbal communication skills in English and Chinese (both Cantonese and Mandarin);
- Proficient in Microsoft office, including Word, Excel and PowerPoint, and Chinese word processing;
- An interest in and knowledge of classical music will be an added advantage.

Applicants should send a detailed resume with current and expected salaries to [hr-adm@hkphil.org](mailto:hr-adm@hkphil.org).

**Application deadline: 22 April 2024.** All applications will be treated in the strictest confidence.

<http://www.hkphil.org>

(Personal data collected will be used for recruitment purpose only)