

INITIAL - P
Percussion Studio
敲擊樂藝術中心

Administrative Officer (Full / Half Time)

Job description

- Assisting the studio in daily administrative work
- Maintain good relationship with different parties, answer students and parents' enquiries
- Prepare reports and provide reception service at studio
- Attending teacher meetings and preparing agenda
- Providing support in studio events: concerts, workshops and masterclasses
- Working period per week: 3-4 days per week
- Work shift on weekends and public holidays is required when necessary

Requirements:

- Motivated with strong interpersonal and communication skills
- Open-minded as a team player and eager to learn
- Proficiency in MS Office
- Enthusiastic in performing arts
- able to communicate in Cantonese, English and Putonghua
- mature personality and ability to work independently

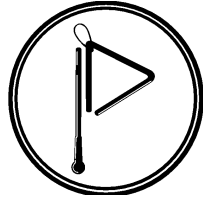
About Initial-P: <https://initial-p.com.hk/studio/tc/>

Application

Please apply with full resume, stating present and expected salary together with available dates via email to info@initial-p.com.hk

For all enquiries or further information please contact Miss Lai at 3460 5577 / 9387 6681.

All information provided will be kept confidential and be only used for the recruitment purposes of the related position.



INITIAL - P
Percussion Studio
敲擊樂藝術中心

行政人員 (全職/半職)

工作範圍：

- 協助中心的日常行政工作
- 與各方保持良好關係，解答學生及家長的查詢
- 撰寫報告並於中心接待客人
- 參加老師會議並準備議程
- 為中心活動提供支援：包括音樂會、研討會和大師班
- 每週工作時間：每週5天(全職)，每週3-4天(半職)
- 必要時需於週末和公共假期輪班

要求：

- 具有較強的人際溝通與溝通能力
- 具有團隊精神，願意學習
- 熟練使用 MS Office
- 對表演藝術充滿熱情
- 能以粵語、英語及國語溝通
- 具備獨立工作的能力

關於Initial-P: <https://initial-p.com.hk/studio/tc/>

請把完整履歷，並註明目前和期望的薪水及可上班日期，透過電子郵件發送至 info@initial-p.com.hk
如有任何查詢或更多信息，請致電 3460 5577 / 9387 6681 聯繫黎小姐。

所有提供的資訊將予以保密，並僅用於相關職位的招聘目的。