

Since 1996, the KG Group has been the market leader in children's arts and English language education and learning enrichment programmes across Hong Kong, China, and other Asian countries. We have developed a unique set of systems and curricula to encourage a love for the arts and the development of creativity in all children.

Sales and customer services officer

Responsibilities:

- Contribute to all administration and operations tasks of the campuses
- Providing after-sales services and enquiry follow ups
- Ensure a welcoming and creative environment at the campuses
- Provide support for Campus Manager & teachers
- Working Location & time: Wong Chuk Hang, Causeway Bay & Kowloon Tong (9am to 6pm); Tsuen Wan (10am to 7pm)

Requirements:

- Fluent in English, Cantonese, and Mandarin is an advantage
- Strong technical ability with different apps and software
- Love children

Benefits:

- 12 days Annual Leave
- Medical Benefits
- Long-Service Awards
- Staff Referral Bonus
- Special Tuition Fee for Staff & their Families

Interested parties please send your **full resume with date of availability, current and expected salaries** to careers@kggeducation.edu.hk.

For details of the company, please visit website <https://www.kidsgallery.com/>.