



THE HONG KONG PHILHARMONIC SOCIETY LTD

The Hong Kong Philharmonic (HK Phil) is one of Asia's leading orchestras, with a busy annual season of concerts and community-engagement activities. In 2023/24, the HK Phil will celebrate its 50th professional season, but its roots are well over a century old. Annually, the HK Phil presents over 150 concerts for 200,000 music lovers.

Subscription Assistant (Part-time)

The Subscription Assistant (part-time) assists in handling subscription orders and ticketing-related services.

Key Responsibilities

- Preparation for online subscription site for ticketing;
- Communication with customers to clarify ticket orders and follow-up on customer requests;
- Processing subscription orders, managing seating arrangements and handling ticketing issues on subscription orders received;
- Any other relevant duties as assigned.

Attributes

- Customer centric mindset, initiative and attention to details;
- Ability to managing multiple tasks efficiently and prioritizing workload to meet tight deadlines;
- A team player with good communications skills in both Chinese (Cantonese and Mandarin) and English;
- Familiar in using MS Office, such as word and excel;
- Knowledge or experience in operating ticketing systems would be an added advantage.

Training will be provided, and it would be an excellent opportunity to learn operating a ticketing system and a customer information system.

Applicants should send a detailed resume with current and expected salaries to hr-mkt@hkphil.org.

Application deadline: 29 April 2024. All applications will be treated in the strictest confidence.

<https://www.hkphil.org>

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