

THE POKFULAM FARM COMPANY LIMITED

薄 鳧 林 牧 場 有 限 公 司

Part-Time Assistant Officer / Assistant Officer

Job Title: Part-time Officer / Assistant Officer

Hourly Rate: HK\$75 - \$100 (commensurate with experience)

Join Our Team at Pokfulam Farm!

Are you an organized, proactive, and detail-oriented professional looking for a part-time opportunity in a unique cultural and historical setting? Do you enjoy supporting daily operations, coordinating activities, and engaging with data to help an organization thrive? If so, we'd love to have you join Pokfulam Farm as our **Part-time Officer / Assistant Officer**.

About Pokfulam Farm

Pokfulam Farm was once part of the iconic Hong Kong Dairy Farm and is closely tied to the history of Pokfulam Village. Today, it has been revitalized as a cultural exchange hub under the "Revitalising Historic Buildings through Partnership Scheme." The Farm offers a range of facilities, guided tours, and events that celebrate Hong Kong's rich history and culture.

About the Role

As the **Part-time Officer / Assistant Officer**, you will play a crucial role in the smooth running of the Farm. You will not only serve as a key point of contact for our visitors but also provide essential operational and administrative support. This includes assisting with event logistics, coordinating community activities, and helping to manage data for reporting and analysis.

Key Responsibilities

Operational & Administrative Support

- Assist in the day-to-day operations of the venue, including scheduling, logistics, and resource preparation.
- Support the coordination of community activities, ensuring smooth execution on-site.
- Collect, organize, and analyze basic data on venue usage, attendance, and participant feedback for reporting purposes.
- Provide administrative and logistical support to ensure activities meet quality and performance standards.
- Follow up on rental bookings for facilities such as the Wedding Venue and Multi-Function Room and coordinate with clients.
- Assist with purchasing and replenishing drinks, stationery, and office supplies.

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Visitor & Sales Services

- Serve as a welcoming point of contact for Pokfulam Farm, answering visitor inquiries.
- Assist with guided tour registration and provide information about the Farm's programs.
- Manage the sales of drinks and merchandise at the Concierge Desk.
- Handle Octopus Card payment transactions and prepare transaction reports.

Qualifications

- Holder of a Diploma or above.
- Proficiency in MS Office (Excel, Word, PowerPoint) for data entry, analysis, and reporting.
- Strong customer service skills with a friendly and professional demeanor.
- Excellent organizational and multitasking abilities.
- Proficiency in Cantonese (spoken and written) and basic English communication skills; Mandarin is a plus.
- Experience in sales handling and familiarity with Octopus Card payment systems is an advantage.
- Attention to detail and a proactive, problem-solving attitude.
- Ability to work flexible hours, including weekends and public holidays.

Why Join Us?

- Work in a heritage-rich and culturally inspiring environment.
- Be part of a team dedicated to preserving and promoting Hong Kong's unique history and culture.
- Gain valuable operational, administrative, and customer service experience while contributing to meaningful community engagement.

How to Apply

If you are excited to contribute to the Farm's success in a dynamic role, we'd love to hear from you! Please send your resume to hr@pokfulamfarm.org.hk by 19 Sep 2025

Join us in creating memorable experiences at Pokfulam Farm!

The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within five weeks after the application deadline may consider their applications unsuccessful.