



香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

The Hong Kong Arts Festival is a non-profit organization committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following:

Receptionist & Administrative Assistant

Responsibilities:

- Perform general reception duties, including answering calls, handling inquiries, greeting visitors, and distributing mail and documents to relevant departments
- Manage daily office and pantry operations, maintain a clean, organized, and welcoming office environment.
- Keep track of office supplies & stationery inventory and place orders when necessary
- Assist in handling HR functions including but not limit to recruitment, attendance records, employee relations etc
- Handle immediate facilities issues and complaints regarding air conditioning, lighting, and office furniture.
- Management company's daily operating bills, related payment applications and reimbursements
- Provide daily support for HR & Admin department if required
- Outdoor work may be required
- Assist in any ad hoc duties, projects and activities as assigned

Requirements:

- Diploma / Associate Degree or above in Business Administration related field is an advantage
- 1 year relevant working experience
- Good command of written and spoken Chinese (both Cantonese and Mandarin), English
- Proficiency in MS Office applications, Chinese Word Processing & PC skills
- Good mastery of AI
- Hard working with strong sense of responsibility
- Self confident with can-do attitude
- Mature, detail minded with good interpersonal and communication skills

Please apply on or **22 July 2026** with full resume stating current and expected salary, and a covering letter outlining skills and experience which are relevant to the above requirements and the fulfilment of the HKAF's mission. Applications should be sent by mail to HR & Admin Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through hr.recruit@hkaf.org.

HKAF is committed to equal opportunity employment.

(Candidates may be considered for other posts. All personal data collected will be used for recruitment purposes only.)