



Established in 1977, the Hong Kong Repertory Theatre (HKRep) became an independent company in 2001. We are recruiting a suitable candidate to fill the vacancy of:

行政主任

Administration Officer

Main Responsibilities

- To assist in the monitoring and execution of all administration related matters of the Company, inclusive of building management, office renovation, stores and supplies, repairs and maintenance and office cleaning etc.;
- To assist in the general registry's duties, like handling incoming and outgoing correspondences, receiving visitors, answering telephone calls, keeping and maintaining the filing and librarian system;
- To assist in the safeguard of the fixed assets and stores of the Company; and
- To provide administrative and clerical support to the Finance and Administration Department.

Requirement

- A Bachelor Degree in Business Administration or in a related discipline;
- 2 years' related working experience ;
- With the ability to work independently and under pressure. Good organizational and multi-tasking skills, eye for detail and sharp analytical skills,
- Excellent communication skills in written English and Chinese. Fluent in spoken English and Cantonese. Knowledge of Mandarin would be an advantage;
- Proficiency in MS Office applications and Chinese word processing.

Remuneration and Package

Remuneration package commensurate with candidate's qualifications and experience. Fringe benefits include annual leave, MPF and medical insurance

Application

Application letter, together with full resume and expected salary should reach the following address:

i. by post

**Finance and Administration Department
Hong Kong Repertory Theatre Ltd
4/F Sheung Wan Municipal Services Building
345 Queen's Road Central
Hong Kong**

OR

ii. by email

recruit@hkrep.com

(Please quote 'Application for HKRep Post' on envelope/email subject.)

For more information on the Company, please visit <http://www.hkrep.com>. For inquiries, please call 3103 5905.

(Information provided will be treated in strict confidence and only be used for recruitment related purpose.)