



Executive (Centre Administration)

The Job:

- Provide all round administrative services to the Centre
- Responsible for frontline services, such as handling parents' / visitors' enquiries
- Assist in member affairs, such as admission, withdrawal application
- Perform ad hoc duties as required
- Shift Duty and 5-day Work from Mondays to Sundays
- Work Location: Tai Kok Tsui

The Person:

- Diploma Holder
- Solid experience in Customer Service / Education Centre Administration is preferred
- Well-organized, work independently and patience
- Love interacting with children
- Good command of written and spoken English & Chinese
- Proficient in MS Office applications

Interested parties please send us **full resume stating current and expected salary and available date** to hr@hkccchoir.org.

Personal data collected will be used for recruitment purpose only.