

Position Available – Administrative Officer

(Ref. AO/2018/05/MS)

Organization Description

Founded in 2010 under the vision of renowned cellist Trey Lee, Musicus Society (www.musicussociety.org) is a registered charity devoted to promote music and its education through cross-cultural collaboration with projects such as the annual Musicus Fest, Musicus Heritage and year-long music education program Musicus Inspires!. The Society is financially supported by the Springboard Grant under the Arts Capacity Development Funding Scheme of the Government of the Hong Kong Special Administrative Region.

Job Description

- Organize and maintain diaries and making appointments for Artistic Director
- Devising and maintaining office systems, including data management and filing;
- Screen and handle phone calls, enquiries and requests when appropriate;
- Provide administrative support to senior executives and the department and order office supplies;
- Provide necessary assistance to Council Members and Life Members;
- Organize members' activities and e-newsletter;
- Maintain and update company databases;
- Prepare reports and presentations with statistical data, as assigned;
- Arrange travel and accommodations; and
- Participate in ad-hoc projects/assignments as required

Requirements

- Minimum 5 years of full-time work experience as an Administrative Officer, Administrator or similar role;
- Solid knowledge of office procedures;
- Experienced in working for a small office/a small team at an NGO will be helpful;
- Excellent English written skills;
- Fluent in English and Cantonese, and Mandarin preferably;
- Strong organization skills with a problem-solving attitude;
- Highly detail-oriented, organized, excellent interpersonal and communication skills;
- Excellent inter-personal skills with good common sense and a good team player;
- Competence in IT including Microsoft Word, Excel, PowerPoint;
- A degree holder or above; and
- Working location: Chai Wan

Benefits

- 5-day week, General holidays, Maternity leave, Paternity leave, MPF, Medical plan

Compensation

Salary offered will be commensurate with experience and qualification.

Application

Any interested party should apply with a cover letter and full resume stating present and expected salary, and earliest availability. Such information should be sent to: hr@musicussociety.org on or before **31 May 2018**.

Applicants not invited for interviews within 8 weeks after submitting their applications may assume their applications are not successful.

Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. Musicus Society reserves the right to consider late application and not offer any appointment for the post advertised.