



## **Hong Kong Schools Music and Speech Association**

*the organization which presents the annual*

*Hong Kong Schools Music Festival and*

*Hong Kong Schools Speech Festival*

invites applications for the posts of

### **Administrative Assistant (Music)**

#### **Responsibilities:**

- To assist the coordination works of the Music Festival
- To assist in the preparation and production of the Music Festival Syllabus
- To assist in the general administration and logistics works related with the two Festivals
- To handle telephone enquiries and counter service

#### **Requirements:**

- Post-Secondary or Diploma in any discipline with 2 years working experience
- Knowledge of music is a must
- Good interpersonal skills in handling enquiries
- Good knowledge of MS Office and Chinese word processing
- Able to communicate in English, Cantonese and Putonghua

### **Administrative Assistant (Procurement and Facility)**

#### **Responsibilities:**

- Assist in competition venue and facility booking for the two Festivals
- Assist in preparing documents for office procurement
- Assist in preparing piano rental and tuning schedule for different competition venues in the Music Festival
- Liaise with competition venue on the setup for competitions
- Provide administrative support to the Association office

**Requirements:**

- Post-secondary or Diploma in any discipline with 2 years working experience
- Knowledge of stage equipment is preferred
- Proficiency in MS Office applications
- Good command of written and spoken English and Chinese

**Starting Salary:** HK\$14,780 (MPS Point 3)

Please send full resume with present and expected salaries, and date of availability, to the Accounts & Administration Manager, Hong Kong Schools Music and Speech Association, Room 303, 7 Carmel Village Street, Homantin, Kowloon no later than **10 December 2018**.

Please state the post “A.A. (Music)” or “A.A. (Procurement and Facility)” on the envelope.

Only short-listed candidates will be contacted.

Data collected will be used for recruitment purpose only.