



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

Responsibilities:

- To assist the coordination works of the English Speech Festival
- To assist in the preparation and production of the English Speech Festival Syllabus
- To assist in the general administration and logistics works related to the Speech and Music Festivals
- To be on duty for events held occasionally during holidays
- To handle telephone enquiries and counter service
- To provide administrative support to the Association office

Requirements:

- Post-Secondary or Diploma in any discipline with 2-year working experience
- Fluent in English (written and spoken)
- Able to communicate in Cantonese and Putonghua
- Good interpersonal skills in handling enquiries
- Good knowledge of MS Office and Chinese word processing

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

Clerical Assistants

Responsibilities:

- To provide general administrative support to the Association office

- To handle phone-in and walk-in enquiries and counter services
- To order office stationeries/supplies and keep inventory
- To assist Administrative Assistant in handling the competition materials for the Speech and Music Festivals
- To coordinate the delivery of festivals competition materials to venues
- To be on duty for events held occasionally during holidays
- To perform work related errands as requested

Requirements:

- Form 5 or above with 2-year working experience
- Knowledge of MS Office and Chinese word processing
- Able to communicate in English, Cantonese and Putonghua
- Good interpersonal skills in handling enquiries
- A good team player and self-motivated

Starting Salary: HK\$12,265 (MPS Point 0)

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 **22 March 2019**.

Please state the post “A.A.” or “C.A.” on the envelope.

Only short-listed candidates will be contacted. Data collected will be used for recruitment purpose only.