



Executive (Programme Coordination)

The Job:

- Responsible for full spectrum of programme administration and operation
- Liaise with stakeholders, such as tutors, members, parents
- Assist to organize and promote different performances and events
- Draft and prepare publications and correspondences, such as memo, minutes
- Perform miscellaneous assignments and handle ad hoc duties as required
- 5-day Work from Mondays to Sundays

The Person:

- Degree holder, major in Language / Translation / Communication preferred
- 2 years work experience, preferably in Programme Management / Communication / Education sector
- Good team player, independent, meticulous and passionate in Arts Education
- Self-motivated, possess excellent interpersonal and communication skills
- Excellent command of written and spoken English & Chinese

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

Personal data collected will be used for recruitment purpose only.