



Executive (Member Affairs)

The Job:

- Responsible for all-round member affairs, such as admission, withdrawal application, members' class arrangement
- Handling parents' / visitors' enquiries
- Assist in centre administration
- Perform ad hoc duties as required
- 5-day Work from Mondays to Sundays

The Person:

- Diploma holder or above
- 2 years' work experience, preferably in Education sector
- Self-motivated, possess excellent interpersonal and communication skills
- Proficient in MS Office applications
- 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.