



Hong Kong Center

Founded in 1956 by John D. Rockefeller 3<sup>rd</sup> in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center is an affiliate of The Asia Society and is now looking for a high caliber candidate to fill the following position:

## EVENT SERVICE AMBASSADOR

### ***Responsibilities:***

- Assist in coordination and execution of programs and events held on the premises of the Center;
- Assist in crowd control and traffic for multiple programs/events during the day;
- Assist in venue set up and logistics, ensure program/event can run smoothly;
- Work closely with catering partner(s) to maintain program/event service quality;
- Work closely with AV team on client's AV request;
- Handle enquiries at front desk and via phone, email & fax about the Center's facilities, directory, programs/events (including films, seminars, conferences, forums, etc.), membership, site tours, and venue booking;
- Responsible for box office(s) ticketing for all Asia Society Hong Kong Center's programs/events;
- Receive visitors and guests to the Center;
- Provide administrative support to daily operation of front desk/ merchandise store; and
- Other ad hoc duties as assigned.

### ***Requirements:***

- HKCEE or above with a minimum of 3 years' relevant experience, preferably in catering service or events support; experienced candidates with higher education background may be considered for the position of Senior Event Service Ambassador;
- A good team player with an eye for details and the ability to multi-task in a fast-paced, changing environment;
- Good organizational and administration skills;
- Cheerful, tactful, astute, enthusiasm, flexible, friendly and positive personality;
- Good interpersonal and communication skills (written and oral);
- Proficiency in MS Office, including Word, Excel and Chinese Word;
- Complete fluency in written and spoken English, Chinese and Putonghua; and
- Shift duty is required, including early mornings, evenings, Mondays to Sundays.

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating date of availability and expected salary to [hrhk@asiasociety.org](mailto:hrhk@asiasociety.org).

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.