



Hong Kong Center

Founded in 1956 by John D. Rockefeller 3rd 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, energetic and experienced candidate to fill the following position.

VISITOR SERVICES AMBASSADORS (PART-TIME)

Responsibilities:

- Report to Events and Visitor Services Manager;
- General duties of receptionist at the front desk and retail assistant at Asia Society Store;
- Assist in all safety, security and administration routines of front desk and Asia Society Store;
- Handle enquiries at front desk and via phone, email & fax about the Center's facilities and directory, programs/events including films, seminars/conferences/forums, site tours, venues' booking and membership with the most up-to-date information;
- Receive visitors to the Center;
- Assist in coordination, paperwork and execution of events;
- Responsible for box office ticketing for all Asia Society programs/events;
- Prepare day-end sales summary for Asia Society Store;
- Establish and implement proper inventory control, and maintain optimal inventory level; and
- Other ad hoc duties as assigned.

Requirements:

- HKCEE or above with a minimum of 2 years' relevant experience, preferably in customer service and/or events support;
- A good team player with an eye for details and an 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 during Center's opening hours (including evenings), Monday to Sunday.

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating expected salary and date of availability to 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.