



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

PROGRAM ADMINISTRATION OFFICER (Full Time)

Responsibilities:

- Report to co-Heads of Programs;
- Process and monitor program registration;
- Maintain all program-related records including various events lists, attendance records and internal program records;
- Assist in marketing of programs;
- Support the Programs Department on administrative matters; and
- Other ad hoc duties as assigned.

Requirements:

- Form 7 or above (including a pass in English) with a minimum of 2 years' relevant experience;
- Mature and people-oriented;
- Good interpersonal and communication skills (written and oral);
- Good organizational and administration skills;
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint) and database management;
- Complete fluency in written and spoken English and Chinese. Fluency in Putonghua an advantage;
- Proactive, well-organized, conscientious and meticulous;
- Ability to work independently and under high pressure;
- Good team player with an eye for details, and an ability to multi-task in a fast paced, changing environment.

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.

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.