



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 currently looking for a high caliber candidate to join our Events and Visitor Service Department.

### **VISITOR SERVICE AMBASSADOR (Full-Time)**

#### ***Responsibilities:***

- General duties of receptionist at the front desk;
- 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;
- Responsible for box office(s) ticketing for all Asia Society programs/events;
- Assist in crowd control and traffic for multiple events during the day;
- Receive visitors to the Center;
- Provide administrative support to daily operation of front desk/ merchandise store/ gallery;
- Assist in coordination, paperwork and execution of events; and
- Other ad hoc duties as assigned.

#### ***Requirements:***

- Diploma or above with a minimum of 2 years' relevant experience, preferably in customer service or events support;
- 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, enthusiasm, flexible, friendly and positive personality;
- Good interpersonal and communication skills (written and oral);
- Proficiency in MS Office, including Word, Excel and PowerPoint;
- Complete fluency in written and spoken English, Cantonese and Putonghua; and
- Shift duty is required (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](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.