

Senior Officer – Executive Office

Job Description

Reporting to the Executive Director and Chief Curator and Manager of Executive Office, the Senior Officer of Executive Office is responsible for:

- providing comprehensive secretarial and administrative support to the Executive Director and Chief Curator, including but not limited to appointments scheduling and business trips itinerary;
- organising regular and annual meetings for senior management team of CHAT, preparing meeting agenda, minutes, and compiling presentation materials;
- coordinating HR issues such as work visa application and team activities;
- maintaining daily office operations; and
- performing other ad hoc duties.

You should have/be:

- Bachelor's degree in business administration, cultural management, or related disciplines.
- At least 4 years of experience in related field.
- Good command of written and verbal communication in English and Chinese (Cantonese and Putonghua).
- Good communication in Japanese a plus.
- Creative ability to work across disciplines.
- Enthusiastic with creative energy and self-initiative.
- Able to work independently to meet tight deadlines with attention to details.
- Good interpersonal skills and able to communicate effectively at all levels.
- Proficiency in PC and MS Word, Excel and PowerPoint.
- Flexible and willing to work overtime and on holidays/ weekends at times, especially during peak seasons or exhibition openings.

TO APPLY FOR THIS POSITION

Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to hr@mill6chat.org by 19 May 2023.

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** after application deadline may consider their applications unsuccessful.*