

## **Project Officer**

### **Hong Kong International Music Academy Limited**

Hong Kong International Music Academy was established in 2017. The Academy provides students of Primary, Secondary, Kindergarten and International Schools with professional and quality music education. We also provide a wide range of instrumental training with one-on-one and small group lessons. Our students excel in all levels of instrumental examinations and competitions. We are currently looking for a friendly and energetic person with a heart to serve the students and to execute the projects of the Academy.

### **Major Responsibilities:**

- Monitor the implementation of projects and programmes;
- Organize and manage music programmes and lessons, events and activities;
- Liaise with parents, students, tutors and clients on lessons, events and activities;
- Handle daily logistics and administrative duties, including phone and email communications, database management and filing, etc.;
- Maintain inventory storage of music instruments and scores.

### **Requirements:**

- Bachelor Degree;
- Minimum 1 year's relevant experience preferably;
- Organized, self-motivated, detail-conscious and independent;
- Good communication, interpersonal and marketing skills;
- Good command of both written and spoken English, Chinese and Putonghua;
- Able to work on weekends with flexible hours.

### **Remuneration:**

- Monthly salary of HK\$12,000 with 10 days annual leave.

### **Applications:**

Please submit your application, with full resume, availability and expected salary to the General Manager, Hong Kong International Music Academy Limited via [jacksonleung@hkima.com.hk](mailto:jacksonleung@hkima.com.hk) on or before 16 August 2019. Personal data collected will be used for recruitment-related purposes only.