

Centre Administrative Assistant (Aegean Coast, Tuen Mun)
Permanent Full Time

COMPANY BACKGROUND:

- Established over 40 years ago
- Our Education Centres are available in 20 countries globally
- Throughout the years, Eye Level has nurtured millions of students worldwide
- www.myeyelevel.com

Leading international education brand in Hong Kong looking for a Centre Administrative Assistant to join the winning team in our brand new learning centre situated in [Aegean Coast, Tuen Mun](#).

Responsibilities:

- Assist in daily centre operation, perform administrative work and handle parents' enquiries/requests
- Organise and participate in centre events/activities
- Promote course offering
- Generate reports, prepare invoices and handle payments
- Manage student record, class schedule and attendance
- Manage inventory and booklet ordering
- Maintain centre cleanliness
- Assist in caring the children

Requirements:

- DSE graduates or above. Fresh graduates are welcomed
- Patient with children, cheerful, organized, attentive, responsible, independent, highly-motivated and detail-oriented
- Fluent in Cantonese with good command of English and Mandarin
- Good communication and multi-tasking skills
- Good computer skills including MS Word and Excel
- Work on Saturdays required
- Candidates with immediate availability preferred

We Offer:

- Training in administrative and operational role
- Brand new centre with pleasant, friendly and stable working environment
- Salary will be commensurate with qualifications and experience. Incentive scheme and fringe benefits, where applicable, include annual leaves and Mandatory Provident Fund (MPF)

Interested parties, please kindly send your CV (including current address, availability, copies of academic transcripts and current or expected salary) to eyelevel.wisdom.hr@gmail.com or at +852-9863 7677.

Personal data collected will be used for recruitment purpose only.