



藝術總監 ARTISTIC DIRECTOR  
李垂誼先生  
MR TREY LEE

榮譽贊助人 HON. PATRON  
董建華先生  
THE HON TUNG CHEE HWA, GBM

### **Position Available – Executive Secretary** (Ref. ES/2021/08/MS)

#### **Organization Description**

Founded in 2010 under the vision of renowned cellist Trey Lee, Musicus Society ([www.musicussociety.org](http://www.musicussociety.org), the “Society”) is a registered charity devoted to promote music through cross cultural collaboration with projects such as the annual Musicus Fest, Musicus Heritage and year-long music education program *Musicus Inspires!*. In recent years, the Society has been expanding with new projects and initiatives in Hong Kong and overseas in support of its mission. Musicus Society is financially supported by the Art Development Matching Grants Scheme of the Government of the Hong Kong Special Administrative Region.

#### **Job Description**

- Provide secretarial and administration support to the Artistic Director and General Manager, including schedule coordination, travelling and meeting arrangements;
- Planning and coordinating administration tasks for the company, including but not limited to HR support, filing, data and office asset management, procurement and office supplies, as well as coordination of IT support services;
- Provide assistance to Council Members, Life Members and sponsors as necessary;
- Organize members’ activities;
- Prepare reports and presentations with statistical data as assigned;
- Participate in ad-hoc projects/assignments as required.

#### **Requirements**

- Minimum 8 years of full-time work experience as an Executive Secretary, Administrator or solid experience in working with senior executive;
- Excellent inter-personal, organization and problem-solving skills;
- Experience in managing a small team, or working for a small to medium office/NGO will be helpful;
- Fluent in English and Cantonese, and Mandarin preferably;
- Competence in IT including Microsoft Word, Excel, PowerPoint; preferably with experience in Microsoft 365 and online meeting tools;
- Degree holder or above; and
- Working location: Chai Wan

#### **Benefits**

- Comprehensive medical plan

#### **Compensation**

- Salary offered will be commensurate with experience and qualification.

#### **Application**

Any interested party should apply with a cover letter and full resume stating present and expected salary, and earliest availability. Such information should be sent to: [hr@musicussociety.org](mailto:hr@musicussociety.org) on or before **26 November 2021**. Applicants not invited for interviews within 8 weeks after submitting their applications may assume their applications are not successful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. Musicus Society reserves the right to consider late application and not offer any appointment for the post advertised.

**MUSICUS**

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