

Hong Kong University Alumni Association (HKUAA) is the largest HKU alumni body with over 32,000 members and a spacious self-owned Clubhouse in Central (near Lan Kwai Fong). We are looking for a self-motivated and result-oriented HKU New Graduate to join our Administration Office.

OPERATIONS OFFICER

The career exposure of this post is very broad. The staff is expected to handle various job functions of different areas and to communicate with a lot of people. Initially the staff is expected to spend around 70% of time in processing membership applications and operational tasks as instructed, and around 30% of time in executing marketing strategies, project & event management.

Responsibilities:

1. To work for administrative and operational tasks related to membership and office administration
2. To handle data processing and front-end operations of membership applications
3. To perform regular client, clubhouse sales and market analysis to capture business opportunities
4. To launch marketing strategies and promotion campaigns to recruit new members, retain existing members and boost sales
5. To assist event organizers in coordinating members' activities and different events of the Association
6. To negotiate with external parties on the contract terms and service standards
7. To provide support to the Administration Manager and work together with other staff of the Association
8. To manage assigned projects and to carry out other ad hoc tasks as instructed by the Executive Committee
9. To improve operational efficiency by re-engineering and re-mapping the work-flow
10. To manage the Administration Office after a certain period of time

Requirements:

1. Must be graduated from The University of Hong Kong (Class of 2014-2016)
2. Some relevant working experience (including internship / part-time) will be an advantage
3. Competent in computer applications e.g. MS Word, Excel, Powerpoint etc
4. Prior experience in the promotion of activities in clubs / societies / halls in the University will be an advantage
5. Good communication, interpersonal skills and client servicing skills
6. Able to work independently, work under pressure and think outside of the box
7. Good command of English and Chinese (Native Cantonese Required)
8. Immediate Available or Available on Little Notice is preferred
9. Working Hours: 40 hours per week and able to work on occasional shifts on weekends / public holidays / other hours when required

We Offer:

1. Expected Salary: Around HK\$13-14K (x 13 months)
(plus year-end discretionary bonus and monthly discretionary bonus if applicable)
2. Salary review may be available for outstanding performance at the year-end
3. Training will be provided by HKU Alumni who have work experience in Tier-1 companies and other major professions
4. Good chance to meet and build up network with HKU Alumni of different levels which is important to personal development and career advancement
5. Good chance for new graduates to gain experience and learn different skillsets from HKU Alumni
6. Excellent Work-Life Balance
7. Office Location: Central (near Lan Kwai Fong)

Interested party may apply by sending your **Resume** with Recent Photo (optional but recommended) to our email as soon as possible: -

hkuaa@hku.hk

To know more about Hong Kong University Alumni Association (HKUAA), please visit our website:-

www.hkuaa.org.hk

OTHER NOTICE

HKUAA is now offering FREE membership to HKU Alumni and Students. For membership subscription please refer:

<http://www.hkuaa.org.hk/registration.asp>

Data held by HKUAA relating to this recruitment will be kept confidential and used only for processing applications. Shortlisted candidates will be invited to have an interview. Applicants who are not contacted within eight weeks may consider their applications as unsuccessful.