



龍 虎 山
LUNG FU SHAN
— 環境教育中心 —
ENVIRONMENTAL EDUCATION CENTRE

Part Time Receptionist

We are hiring!

Lung Fu Shan Environmental Education Centre (LFSEEC) is looking for a part-time receptionist.

About the Organization

Jointly established in 2008 by the Environmental Protection Department and The University of Hong Kong, our revitalized historic centre supports nature exploration through exhibitions, ecological tours and green workshops. Through partnerships with universities, government and the wider community, we provide public experiential environmental education to build a community living sustainably and harmoniously with nature.

LFSEEC's mission is to conserve nature through education rooted in partnership with the university, government and wider community.

More information:

<https://lungfushan.hku.hk/> (Website)

<https://www.facebook.com/lfseec.hk/?ref=bookmarks> (Facebook)

Responsibilities

- Welcome visitors with warmth and professionalism
- Answer visitor enquiries, handle incoming and outgoing calls and emails
- Coordinate centre applications and activity schedule

- Manage reception counter
- Perform daily administrative and general clerical duties
- Perform other ad-hoc duties as assigned

Requirements

- Completion of Secondary 7 or above with a minimum of two years of related experience required
- Demonstrated strong interpersonal and organizational skills
- Effective communication skills, both verbal and written English and Chinese (including Mandarin) proficiency required
- Ability to work independently and on a team
- Dedicated, detail-oriented and friendly
- Computer skills required (MS Office Word and Excel)

Working hours

15 hours per week (every Tuesday and Friday)

Salary

\$68/hour

Application Deadline

15 July 2018

Applicants should send an up-to-date C.V. with a short description of your qualifications and available dates by e-mail to: raychu@hku.hk. An interview will be arranged for shortlisted applicants.