



Management Assistant

PRIMARY PURPOSE

One of the leading Electronic Music Schools in Hong Kong are currently searching for an experienced Management Assistant to help with the rapid growth of the company and assist with various administrative tasks within the organisation and support of the management team.

We are looking for someone to be able to work remotely, independently and proactively to support various departments and be a key point of contact both internally and externally. We only ask that you're able to be online relative to the GMT+8 time zone, aside from that there are no restrictions on who can apply!

BENEFITS

- Monthly Pay (USD\$1,000)
- Remote work from anywhere
- 20hr work week spread over a 4 Days (Long weekends!)
- Lots of opportunities with a rapidly growing business

RESPONSIBILITIES

- Support the multiple internal departments virtually
- Maintain large volumes of communication internally on various projects and task.
- Plan and orchestrate work to ensure that management's priorities are met, organisational goals are achieved and best practices are upheld.
- Maintain pre-set KPIs
- Provide administrative assistance such as writing and editing emails, drafting memos and preparing communications on management's behalf.
- Be a point of contact in multiple group mailboxes
- Minor accounting duties that include sending of emails and data entry
- Be the first point of contact for some customers
- Virtually attend and notarise meetings upon request
- Maintain professionalism and strict confidentiality with all materials

QUALIFICATIONS

- 1-2+ Years Experience in a Remote Role
- Expertise with Project Management Software (eg Monday, Trello, Asana)
- Expertise with Microsoft Excel
- Experience with high volume emails
- Experience in Data Entry
- Proficiency with office productivity tools and an aptitude for learning new software and systems (including Slack)
- Excellent written and verbal communication skills
- The ability to work independently and proactively

DESIRABLE SKILLS OR EXPERIENCE

- Spoken and written Cantonese