



**Faust International Limited was formed in 1999 to bring the wonderful world of theatre and performing arts to the young people of Hong Kong.** We offer after-school and Saturday drama workshops, and a variety of programmes supporting the performing arts in Hong Kong.

## **Office Administrator & Assistant Registration Coordinator**

**This is a full-time position starting Summer 2022 in Hong Kong**

### **What You Will Do:**

- Deliver a high standard of customer service, assist and advise parents about our many wonderful programmes and theatre shows
- Process registrations for our after-school, holiday and specialised programmes
- Assist with marketing matters for programme launches and theatre shows
- Provide day to day admin support in the office, communicate efficiently across programmes and staff
- Work on various projects including touring theatre, theatre visits, ticketing and more

### **What Do You Need:**

- At least 2 years experience in a customer-facing role
- Excellent spoken and written English and Cantonese required, Mandarin would be an advantage
- Experience with Microsoft Office (word, excel, outlook) required, experience with database management, registration and/or design software, all highly beneficial
- Previous teaching experience or interest in drama and theatre is an advantage

### **Who We Are Looking for:**

- Passionate about customer service and able to deliver beyond expectations
- Friendly and enthusiastic with an interest in drama and education
- Effective at managing their time and enjoy working on several projects at once
- Organised and ordered in their approach to tasks with high attention to detail
- Solution minded and effective in working with a team

**Please note this is a 2 year full-time contract starting July/August 2022.**

**How to Apply:** Please email your CV with a covering letter to [Recruitment@FaustWorld.com](mailto:Recruitment@FaustWorld.com) and state the position you are applying for in the subject line. Shortlisted candidates will be invited for an interview.

Start dates vary from late July to August 2022.

For more information about the company, visit [www.FaustWorld.com](http://www.FaustWorld.com) and [www.facebook.com/fausthongkong](https://www.facebook.com/fausthongkong).