



Musicfriendly

Founded in 2000, MusicFriendly (www.musicfriendly.com) is currently working with over 60 secondary, primary and kindergarten schools to develop well-structured music programs for their students.

To meet the needs of our company for future growth and development, we are inviting candidates with high caliber to join our team for the following vacancy:

Education Consultant

Responsibilities

- Communicate with school representatives and parents
- Course material, lectures preparation and student enrollment
- Schedule appointments for classes & courses
- Communicate with parents regarding enquiries and complain, evaluate students' performance and report to parents
- To perform data entry in an accurate and timely manner
- Provide pre- and post-sales customer service to parents and students;
- Handle incoming calls and customer's inquiries
- Handle ad-hoc projects as assigned

Requirements

- Diploma or above, no work experience will also be considered
- Ability to maintain a good working relationship with clients and colleagues to sustain organizational growth
- Good interpersonal and communication skills;
- Strong organizational, analytical and multi-tasking skills
- Have passion towards music education sector
- Computer knowledge in MS office, Chinese processing
- Having a good command of both written and spoken English and Chinese (Cantonese and preferably Mandarin)
- Instrument player is an advantage
- **Immediately available preferred**

Benefit

- Group Medical Insurance
- Bank Holiday
- Birthday Leave
- Friendly working environment
- Well Opportunity for Promotion

Interested parties please send your resume including your academic result, job experience, availability, current and expected salary to jobs@musicfriendly.com.

All Personal data collected will be kept in strict confidence and used for recruitment purpose only.