



Musicfriendly

Your Music Education Advisor

Established in 2000, Musicfriendly is a dedicated group of music professional specialising in education and music promotion. We develop a variety of music courses, covers both Western and Chinese music, which are tailor-made to accommodate different levels of students in both primary and secondary schools. In order to encourage students perform active learning, Musicfriendly organizes various music competitions and concerts, provides a sophisticated platform for students to learn music and develop their performance skills, and therefore to make music being their 'Lifelong Partner'.

Musicfriendly is now seeking for a high caliber individual to join our team as a Human Resources & Administration Officer.

Human Resources & Administration Officer

Responsibilities:

- Manage tutor team to provide excellent music education courses in secondary/ primary school
- Carry out company policy and event to tutor team
- Conduct recruitment, arrange meeting and prepare monthly evaluation data of tutor team
- Effectively communicate with Course Management Team and tutor to enhance the quality of teaching
- Manage related database and monitor daily teaching schedule
- Conduct communication with parent towards complaint/ enquiry
- Manage general office admin
- Assist to Director for general full time staff management
- Assist to Operation team for data entry in peak season

Requirements:

- Fresh graduates are welcomed
- Passionate in working with people in different character and relationship building
- Responsible, able to work under pressure and good problem solving skills are essential to the role
- Capable to maintain a good working relationship with Course Management Team, accountant and music tutors
- Excellent communication and presentations skills
- Good command of both written Chinese and English
- Instrument player is an advantage

Please send your full resume with expected salary by click **APPLY NOW** to submit. (Information provided will be treated in strict confidence and will only be used for recruitment-related purposes. Personal data provided by job applicants will be used strictly in accordance with the employer's personal data policies.)