

Hong Kong Jobs Expertini®

Customer Service Representative (Environmental Education)

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Company: Asia Tree Preservation, Ltd.

Location: Hong Kong

Category: other-general

Company Overview: IASHK (The Institute of Arboriculture Studies Hong Kong) is a renowned organization dedicated to promoting knowledge and awareness about trees and tree management through seminars, workshops, and conferences. With a commitment to excellence in education, we bring together experts from around the world to conduct educational programmes in Hong Kong. **Job Description:** We are currently seeking motivated candidates to join our team as Customer Service Representatives to assist with the coordination of our education programmes. As a Customer Service Representative, you will play a vital role in ensuring the smooth administration and execution of our educational events. Your responsibilities will include managing attendee registrations, assisting with marketing and promotion efforts, and providing on-site support during events. **Main Duties:** Assist in the administration of education programmes, including coordinating logistics and scheduling. Receive and manage attendee registrations, ensuring accurate and timely processing of registrations and payments. Assist in marketing and promotion efforts for education programmes, including social media outreach and email campaigns. Provide preparation and on-site support during events, including setting up registration desks, assisting attendees, and troubleshooting any issues that may arise. **Requirements** Must be a permanent resident of Hong Kong or have a valid Work Visa to work in Hong Kong. Fluent in English and Cantonese, with excellent verbal and written communication skills. Good typing skills and attention to detail. Well organized with the ability to multitask and prioritize tasks effectively. Highly proficient in Microsoft Office applications, including Word and Excel. Proficient with Adobe software, particularly Photoshop

and Illustrator (preferred but not required). Benefits Competitive salary and benefits package. Opportunities for professional development and advancement. Dynamic and collaborative work environment. If you are passionate about education and customer service, and have the skills and qualifications listed above, we encourage you to apply for this exciting opportunity to join our team and contribute to our mission of promoting tree conservation and management in Hong Kong. Application Instructions: To apply, please submit your resume and a cover letter outlining your qualifications and interest in the position.

higher diploma or BA a plus

1-3 years

Requires a work visa or permanent residence in Hong Kong

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