

Hong Kong Jobs Expertini®

Education Program Coordinator in Hong Kong (Environmental Education)

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Company: Asia Tree Preservation, Ltd.

Location: Sha Tin

Category: other-general

IASHK is currently seeking motivated candidates to assist with the coordination of education programmes. IASHK: The Institute of Arboriculture Studies (Hong Kong) is an organization dedicated to offering seminars, workshops, and conferences about trees and tree management. Through research and education, IASHK brings experts from around the world to Hong Kong for education programmes. Main duties include: Assist in administration of education programmes Receive and manage attendee registrations Assist in marketing and promotion of education programmes Provide preparation and on-site support during events Requirements must be a permanent resident of Hong Kong or have a valid Work Visa to work in Hong Kong. fluent English and Cantonese required must have good typing skills must be well organized must be able to multitask must be highly proficient in microsoft office - word, excel proficient with adobe software - photoshop, illustrator, (preferred but not required) Benefits Monthly salary will be determined based upon the candidates experience. Includes group health insurance 13 month pay higher diploma or BA a plus 1-3 years Requires a work visa or permanent residence in Hong Kong

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