



Administrative Assistant

We create and distribute entertaining and educational animations for preschoolers and primary schoolers that help to develop key life skills, including communication, cooperation, creativity and critical thinking. Headquartered in Hong Kong, FUN Union has a portfolio that includes internationally celebrated and award-winning animation brands — KikoRiki, BabyRiki and PinCode. More about us can be found at our website: www.fununion.net.

JOB SUMMARY

Based in HK to provide clerical and administrative support to the company.

Duties

- (a) provide clerical/administrative support for daily operation of the office including filing, word processing, scanning, processing payment, record keeping, calendar management, trip and venue booking;
- (b) simple translation tasks Chinese-English and English-Chinese;
- (c) assist in organising meetings and coordinating events/functions; and
- (d) support the management on other administrative matters as assigned by the CEO or her delegates.

Qualifications and competencies

- (a) good command in spoken and written English and Chinese, including Putonghua;
- (b) proficiency in Microsoft Office and Chinese word processing;
- (c) good organization skills and technologically savvy;
- (d) relevant working experience; and
- (e) good team player with excellent communication and interpersonal skills.

Immediate availability is preferred.

We offer a competitive remuneration package to the right candidate. Interested parties please apply with full resume indicating position applied, present and expected salary and date of availability to us at hr@fununion.net.