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THE MILLS FABRICA

COMMUNITY AMBASSADOR – DEADLINE 26TH OCTOBER

ABOUT THE MILLS & THE MILLS FABRICA

The Mills is a landmark revitalization project of Nan Fung's old textile factories in Tsuen Wan in Hong Kong. This is a heritage and innovation project by the Nan Fung Group consisting of 3 pillars- a nonprofit Center for Heritage, Arts & Textiles (CHAT) focused on heritage & community, a retail mall Shopfloor focused on experiential & experimental retail and an innovation center Fabrica.

The Mills Fabrica runs a startup incubator, a VC investment fund, a co-working space/lab and store. The focus area for Fabrica is "techstyle"- companies at the intersection of technology and style (improving the production process/supply chain, wearables/apparel and new forms of retail model). The Mills Fabrica's mission is to create startup success stories and to build a wider community of corporates and organizations to inspire the industry and the next generation for innovation.

ABOUT THE ROLE

The purpose of the role is to meet and greet visitors of The Mills Fabrica 4/F office, and to introduce the space to visitors who are interested to rent.

CORE RESPONSIBILITIES

- Build and create collaborative community through events and relationships between members
- Greeting visitors/clients in a professional manner
- Answer and screen incoming calls professionally to provide information about memberships and events etc.
- Distribute mails and arrange courier for office, manage office supplies and inventory
- Coordinate conference rooms reservation and set up. Ensure office area is organized and presentable
- Assist in administrative operation, data entry and filing
- Arrange maintenance works for office equipment and assist in ordering office supplies;
- Act as concierge to our members
- Conduct tours of the space
- To assist with events set up, logistics and manage clients' expectations
- Solve member-related issues to help foster a collaborative community
- Assist in adhoc assignments as required.

REQUIREMENTS

Work experience: relevant work experience in performing administration duties

Skills & knowledge: MS Office

Language: English, Cantonese and Mandarin

Availability: full-time Monday-Fridays 9:00-18:00

APPLICATION PROCESS – DEADLINE 26th OCTOBER 2018

To apply for this position, please email your CV and cover letter to:

contact@themillsfabrica.com with the header [Fabrica Community Ambassador Application]