

WYND CO-WORKING SPACE

WYND is a community of creators that widens your network and dimension. We provide lifestyle work space with vibrant community and services to our members whereby helping them to make a life, not just a living. We are the most supportive and dynamic office space and community for early stage businesses, startups, and entrepreneurs of all types. Every member of our team is entrepreneurial in spirit, we work hard and play hard. We're here to have fun but most importantly we're here to very seriously drive the members of our office community (and one another) forward.

We currently have an exciting opening for an **Assistant Community Manager** in our expanding Hong Kong based team.

ASSISTANT COMMUNITY MANAGER

KEY RESPONSIBILITIES:

- Acting as the key point of contact for customers and visitors
- Assisting in the administrative operations of the office, such as procurement and buying supplies, etc
- Handling memberships and enquiries
- Handling daily basic accounting work including bookkeeping, petty cash, transactions and payments, payroll, client accounts
- Building a good relationship with existing clients and creating a better community
- Promoting the brand and values
- Organizing internal and external events for members and the public
- Handling other ad-hoc projects

KEY CRITERIA:

- Graduate, Higher diploma or association degree is preferred. Fresh graduates welcome.
- Able to handle office administrative duties independently
- Studying marketing, public relations, business or communications related courses
- Cheerful, enthusiastic and outgoing personality (with entrepreneurial mindset a plus)
- Good communication and client servicing skills, both written and oral
- Language: English and Chinese (Cantonese) are a must, native or fluent English speaker preferred
- Basic computer knowledge such as MS Word, Excel, PowerPoint, etc.
- A plus to have design background with basic graphic design skills such as Illustrator, Photoshop, etc.

Please send your application with resume to hello@wynd.hk.