

## **Part-time Sunday Concierge**

The Vine is a multi-cultural, inter-denominational, vibrant church community based in the Wan Chai district of Hong Kong. We are both a local and an international family, made up of people born and raised in Hong Kong, as well as those who have moved here from other countries.

We have an opening for Part-time Sunday Concierge. This is a part-time position which reports to Manager, Operations & Office.

### **Job Description**

The role and responsibilities are as follows: -

- Answer and handle phone calls and reply to emails. Enquiries include information of Sunday Service, Church Events, Tithes, direction to The Vine, etc.; forward voice messages and emails to corresponding ministry and related person.
- Answer enquiries and direct enquiries to the corresponding ministry and related person for further follow up.
- Coordinate with relevant staff on donation in kind; handle drop-off items and lost and found items.
- Check in and out for Creche Helpers and locker key pick-up, and make sure all locker keys are returned on the same day.
- Follow up with Operations & Office Team on To-Do items and send handover notes.

### **Job Requirements**

- F.5 / DSE graduate or above.
- Minimum 2-3 years relevant working experience; with experience working in a church concierge being an advantage.
- Fluent in English and Cantonese, proficient in Mandarin.
- Initiative, cheerful and a good team player.
- Self-motivated, responsible and sensitive in dealing with confidential matters.
- Strong sense of responsibility, organised and has good integrity.
- Work independently and adaptable to a fast pace environment.

### **How to Apply**

Please send your cover letter and resume with current & expected salary to [career@thevine.org.hk](mailto:career@thevine.org.hk).

Personal data provided by job applicants will be strictly used for recruitment purpose.