

The KG Group is a leading educational organisation based in Hong Kong, specialising in preschool, arts enrichment, and English language learning. Founded in 1996, it has a reputation for excellence, and serves an inclusive international community of children and young people through its vibrant learning centres, schools, and high quality proprietary curriculum.

The KG Group is looking for an organised, highly efficient, and self-motivated **Administration Assistant** to join our team in Hong Kong.

Responsibilities:

- Handle customer enquiries and front desk operations
- Assist in maintaining financial accounts
- Assist in preparing management reports, financial analysis, and budgeting
- Maintain and update employee records
- Handle other ad hoc finance, HR, and administrative duties as assigned

Requirements:

- Diploma or degree holder (preferably in Business Administration, Finance, or related disciplines)
- Previous accounting / administration experience preferred (fresh graduates will be considered)
- Fluent in spoken and written English and Chinese (Cantonese and Mandarin)
- High degree of computer literacy in MS Office (previous experience of accounting systems an advantage)
- Superior customer service and relationship management skills
- Excellent attention to detail, organisational and problem-solving skills
- Willing to work weekends
- Immediate availability is preferred

We provide a competitive package and are committed to helping you reach your full potential. Salary is dependent on qualifications and experience. Other benefits include private medical insurance, paid leave, and study grant.

Please state your expected salary, benefits package, and availability in your application. Applications that do not give this will not be considered.

To apply please send your CV and cover letter by email to careers@the-kkgroup.com

Visit our website to learn more about us: <http://www.the-kkgroup.com/>

Data collected will be used for recruitment purposes only.