

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 a highly motivated, energetic and dynamic **Programme Advisor** to join our team in Hong Kong.

## **Requirements:**

- Relevant tertiary qualifications
- Previous administration / customer service experience preferred (fresh graduates will be considered)
- Fluent in spoken and written English and Chinese (Cantonese and Mandarin)
- Well organised and able to work well under pressure
- Pleasant personality and attitude with patience and a good sense of humour
- Must be a team player and customer-oriented
- Good PC skills in MS Office
- Superior customer service and relationship management skills
- Willing to work weekends
- Immediate availability 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, generous paid leave, free tuition for family members, 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-kgroup.com](mailto:careers@the-kgroup.com)

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

*Data collected will be used for recruitment purposes only.*