



ICE IS HIRING!

General motivation

Inter Cultural Education (ICE) is a Social Enterprise founded in 2009 shortly after winning the Hong Kong Social Enterprise Challenge; in 2013, ICE was awarded The Hong Kong Polytechnic University Micro Fund Award for Entrepreneurship.

Proud of our mission to develop globally minded students and bring the world to them, we have worked with people over 83 nationalities and more than 150 schools, institutions and universities.

We are looking for globally-minded young university students with the passion to transform youth into global citizens. They must share our enthusiasm and vision to "connect people to understand the world" through exposing youth to global diversity. We would like to work with people who love education as well as the idea of generating social impact through service, understanding, respect and international friendship.

Over the past years, we have taken over 80 interns from local institutions such as the Chinese University of Hong Kong, University of Hong Kong and Hong Kong Baptist University; and international institutions such as Princeton University, King's College London and Durham University. We look forward to having you as part of our amazingly diverse and global team!

Interested?

Please send your CV and cover letter (please state your available time for work as well), and state your current salary (if applicable) and expected salary range in the application to apply@icehongkong.com. Phone interview or face-to-face interview will be arranged within two weeks.

We look forward to having you as part of our amazingly diverse and global team!



Accounting/Finance Officer (Part Time)

Accounting/Finance Officer will work primarily with General Manager and Director of ICE to provide full clerical and accounting support to the team. We are currently looking for an enthusiastic, self-motivated individual with day-to-day office experience in the field of general accounting/finance and administrative work. We are a culturally diverse team, people of any age and experience are welcome to apply.

Job Duties

- Basic accounting and bookkeeping (issuing and filing of invoices, receipts, recording financial transactions etc.)
- Day-to-day office administrative work (paperwork, logistics etc.)
- Administrative assistance to senior managerial staff (scheduling, record keeping, communicating/coordination work etc.)

Requirements

- Higher Diploma in accounting
- Work experience in relevant field essential
- Good command in oral and written English and Chinese
- Interested in global education or work in social enterprise
- Broad-minded, cheerful, well organized and able to work under stress

Conditions

- Hong Kong based (office in Kwun Tong)
- Part time, 2 days/week, for 15-20 hours/week with competitive pay
- Standard working hours, 10am-6pm
- Work in office mainly but with the possibility of working onsite during projects

Business Administration Officer (Full Time)

The Business Administration Officer will primarily be assisting the General Manager on improving sales and partnerships on B2B and B2C business. ICE strives to continuously develop innovative and impactful cultural programmes for students and the public in Hong Kong and also overseas. We hope to further expand our business by increasing programme varieties, working with international partners and partnering with local charities and organisations.

We are looking for a highly-driven and motivated Business Administration Officer who is able to work with ambiguity and loves to challenge themselves by testing and prototyping new ideas with the ICE team. You will be able to make friends with people of different cultures and meet people from more than 30 nationalities.

Responsibilities

- Participating in development and execution of cross cultural programme features/promotions/campaigns to drive business volume
- Assisting in B2B & B2C market research, developing business proposals, tracking businesses
- Building and maintaining good relationships with school partners by providing professional & high-quality services
- Liaising with internal departments, clients and service providers
- Handling basic accounting and book keeping (issuing quotations, issuing and filing of invoices, receipts, recording financial transactions, payment tracking etc.)
- Interacting closely with cross teams members to provide operational and financial support
- Preparing regular and ad-hoc reports for business units

Requirements

- Confident with excellent interpersonal skills and attention to details
- Excellent command of written and oral English and good in Chinese
- Experienced in talking to external stakeholders
- Good command of communication even whilst working remotely
- Ability to work cooperatively in a cross cultural team environment
- Being passionate about cultural integration and diversity will be beneficial

Conditions

- Hong Kong based (office in Kwun Tong)
- Working hours, 10am-6pm, Monday to Friday. Staff might be required to join our ad hoc weekend onsite projects