

**The Gymnastics Association
of Hong Kong, China**

中國香港體操總會

Room 1002, Olympic House, 1 Stadium Path,
So Kon Po, Causeway Bay, Hong Kong
香港銅鑼灣掃桿埔大球場徑一號奧運大樓1002室
Tel: (852) 2504 8233 Fax: (852) 2882 8590
Web-site : www.gahk.org.hk
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Affiliated to:

The Sports Federation &
Olympic Committee Hong Kong, China

Federation Internationale de Gymnastique

Asian Gymnastic Union

Pacific Alliance of National Gymnastic Federations

(Limited by Guarantee)

Administrative Assistant Salary :
HK\$<\$13,871>per month

Posting Date: 12 Jul 2017

Duties:

- Undertake administrative and clerical duties
- Maintain a proper filing and accounting records
- Provide secretarial support

Qualifications:

- Grade E / Level 2 or above in 5 subjects including English (Syllabus B), Chinese and Mathematics in Hong Kong Certificate of Education Examination or equivalent; or Level 2 or equivalent or above in 5 subjects including English, Chinese and Mathematics in the Hong Kong Diploma of Secondary Education Examination

The above post is financially supported by the Leisure and Cultural Services Department.

Apply in writing with full resume and a recent photo to :

Hon Secretary

The Gymnastics Association of Hong Kong, China
Room 1002 Olympic House, 1 Stadium Path
So Kon Po, Causeway Bay, Hong Kong

Deadline for submission of application: 31/7/2017

"Personal data collected will be used for recruitment purposes only."

