



Sports Executive (HK\$22,457 per month)

Duties:

- Organise and execute the programmes instructed by the Executive Committee of GAHK
- Maintain a proper administrative system of the office
- Attend meetings of the EC and Council as required
- Liaise with the LCSD and other bodies on funding and other matters

Qualifications:

- Post secondary qualification with Sports/ PE / Recreation as one of the subjects studied; and
- Good command of English, Cantonese and Putonghua
- 2 years' working experience preferable

Administrative Assistant (HK\$14,287 per month)

Duties:

- Undertake administrative and clerical duties
- Maintain a proper filing and accounting records
- Provide secretarial support
- Support ad hoc duties as assigned

Qualifications:

- Grade E / Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in HKCEE; or Level 2 or above in 5 subjects including English and Chinese in HKDSE, or equivalent
- Knowledge in Sports / Gymnastics and good command of English, Chinese & Putonghua will be a definite advantage

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

Apply in writing or email with full resume to :

Hon Secretary

The Gymnastics Association of Hong Kong, China

Room 1002 Olympic House, 1 Stadium Path

So Kon Po, Causeway Bay, Hong Kong

Email address : hrdept@gahk.org.hk

Deadline for submission of application: 16 Feb 2019