

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
香港銅鑼灣大球場徑一號奧運大樓1002室

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Affiliated to:

The Sports Federation &
Olympic Committee of Hong Kong, China

Fédération Internationale de Gymnastique

Asian Gymnastics Union

Pacific Alliance of National Gymnastic Federations

(Limited by Guarantee)

**Administrative Assistant
(HK\$16,414.00 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
- Willing to working on weekend and Public Holidays

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

Apply in writing or email with full resume and availability to assume duties 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: 13 May 2022)

