

The Gymnastics Association  
of Hong Kong, China  
中國香港體操總會

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So Kon Po, Causeway Bay, Hong Kong  
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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)

## **Assistant Sports Executive (2-year contract) (HK\$20,000.00 per month)**

### Duties:

- Undertake administrative and clerical duties
- Organize and execute sports-related programmes
- Coordinate all matters relevant to the development of sports activities, including training, selection, competition, coach recruitment and education
- Assist in the execution of promotional plans
- Provide secretarial support
- Support ad hoc duties as assigned
- Perform any other appropriate duties as assigned by the supervisor

### Qualifications:

- Higher Diploma holder or above with at least 1 years' relevant working experience
- Knowledge in Sports / Gymnastics and good command of English, Chinese & Putonghua will be a definite advantage
- Willing to working on weekends and Public Holidays

Fringe benefits include gratuity, 10 days' annual leave, and medical insurance.

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](mailto:hrdept@gahk.org.hk)

