



Sports Executive (HK\$25,803.00 per month)

Duties:

- Assist Senior Sports Executive to implement the development direction and policies formulated by the Executive Committee;
- Maintain close relations with regional sports clubs and other organizations to promote and develop gymnastics in Hong Kong;
- Provide assistance and monitoring in the budget when applying for activities of different organizations,
- Assist the Hon Treasurer to follow all financial procedures and prepare annual accounts for the auditor;
- Upload all the latest news on the website and to ensure that it will not be maliciously attacked on the Internet;
- Ensure everything runs smoothly during the vacation of the Senior Sports Executive;
- Supervise subordinate like Administrative Assistant during daily operations and event management;
- Supervise the membership application and coach registration and other matters;
- Coordinate different meetings, such as the Executive Committee, Standing Committee, various Technical Committees and provide supporting services;
- To prepare the overseas competitions, make communicate with those overseas gymnastics organizations;
- Provide regular reporting and analysis to support decision making;
- Perform other ad-hoc tasks assigned by supervisors;

Qualifications:

- Post secondary qualification with Sports/ PE / Recreation as one of the subjects studied;
- A minimum of 2 years' experience in related fields;
- Ability to work independently as well as collaboratively for teamwork;
- Strong communication, negotiation, and coordination skills;
- Fluent in both spoken and written English and Chinese;
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and Adobe Photoshop;
- Minimum 2 years of relevant experience gained in renowned Private Clubs / Recreational Clubs / Hotels;
- Experience in Gymnastics is advantage;

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)

