

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)

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

Duties:

- Assist supervisors to implement the development direction and policies formulated by the Executive Committee;
- Maintain close relationships with regional sports clubs and other organizations to promote and develop gymnastics in Hong Kong;
- Preparing and monitoring in the budget for activities;
- Upload all the latest news on the website and to ensure that it will not be maliciously attacked on the Internet;
- Supervise subordinate during daily operations and event management;
- Coordinate different meetings, such as the Executive Committee, Standing Committee, various Technical Committees and provide supporting services;
- To prepare the overseas competitions and communicate with those overseas gymnastics' organizations;
- Provide regular report 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;
- 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 Sports Association / Private Clubs / Recreational Clubs / Hotels;
- Experienced in Gymnastics or/and knowledge in Information Technology would be an 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: 31 January 2023)

