



## Senior Sports Executive (HK\$42,256.00 per month)

### Duties:

- Ensure that the daily work of the office is always smooth;
- Supervise daily operations and keep close contact with all relevant parties;
- Coordinate different meetings, such as the Executive Committee, Standing Committee, various Technical Committee and provide supporting services;
- Handle all public complaints, enquiries and follow up accordingly;
- To ensure the highest efficiency of employees, evaluate their performance and provide appropriate guidance and training;
- Draft an annual plan and funding allocation for the committee discussion and approval and submit it to the Leisure and Cultural Services Department or other parties for approval;
- Monitor the website news and ensure all are updated and accurate;
- Communicate with overseas gymnastics organizations such as FIG, AGU, Pacific Rim and ISCA from time to time to promote the development of gymnastics in Hong Kong;
- Submit an accident report to the insurance company and the Leisure and Cultural Services Department and follow up all necessary arrangement;
- Perform any other office duties assigned by the members of Executive Committee;

### Qualifications:

- Degree or above in Sports & Leisure Management or relevant disciplines;
- Sport Coaching and First aid certificate;
- Solid experience in planning sports for recreation events;
- Team player with excellent leadership, interpersonal and communication skills, strong passion for sports;
- Fluent in both spoken and written English and Chinese;
- Proficient in Microsoft Office (Word, Excel, PowerPoint);
- Minimum 5 years of relevant experience gained in renowned Private Clubs / Recreational Clubs / Hotels, in which at least 2 years are in a supervisory or above position;
- 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)***

