

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

***(Deadline for submission of application: 24 March 2023)***

