



**Administrative Assistant
(HK\$14,829 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

Benefit :

- MPF
- Annual Leave
- Medical insurance

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: 30 April 2019)