



**Administrative Assistant
(HK\$14,287 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, Chinese & Mathematic in HKCEE; or Level 2 or equivalent or above in 5 subjects including English, Chinese and Mathematics in HKDSE
- Knowledge in Sports / Gymnastics and good command of English, Chinese & Putonghua will be a definite advantage

The above post is financially supported by the Leisure and Cultural Services Department.

Apply in writing with full resume to :

Hon Secretary
The Gymnastics Association of Hong Kong, China
Room 1002 Olympic House, 1 Stadium Path
So Kon Po, Causeway Bay
Hong Kong

Deadline for submission of application: 17 December 2018