

**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)

**Part-time Administrative Assistant
(HK\$95 per hours)**

Duties:

- Perform daily general accounting duties, including accounts receivable & payable functions
- Assist in data entry and filing
- 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 accounting software programs (e.g. MYOB/ABSS) or LCCI Level 2 will be a definite advantage

Remarks :

- Part-time job
- Maximum 10 working hours per week
- Fresh graduate will also be considered

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 October 2021)

