

**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  
香港銅鑼灣掃桿埔大球場徑一號奧運大樓1002室  
Tel: (852) 2504 8233 Fax: (852) 2882 8590  
Web-site : www.gahk.org.hk  
E-mail: mail@gahk.org.hk



**Affiliated to:**

The Sports Federation &  
Olympic Committee Hong Kong, China

Federation Internationale de Gymnastique

Asian Gymnastic Union

Pacific Alliance of National Gymnastic Federations

*(Limited by Guarantee)*

**Administrative Assistant  
(HK\$13,871 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: 28 February 2018***

