



中國香港賽艇協會

HONG KONG, CHINA ROWING ASSOCIATION

The Hong Kong, China Rowing Association is now inviting applications for the following post: -

Recruitment Advertisement (15.6.2018)

Post: Assistant Sports Executive (Job Ref.: ASE)

Job Descriptions

- 1) To assist the organization of rowing related training courses, programmes, promotional activities and competitions;
- 2) To liaise and coordinate with clubs and different stakeholders for all rowing activities;
- 3) To handle the programmes related administration and logistics works;
- 4) To manage the membership data base;
- 5) To provide office administration and secretarial support to the senior officers, including filing, answering enquiry phone call etc.

Entry Requirements

- 1) Grade E/Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in the HKCEE, or Level 2 or above in five subjects including English and Chinese in Hong Kong Diploma of Secondary Education Examination, or equivalent. (*candidates who are expected to meet the entry requirement by the time of offer would be considered*)
- 2) Good communications and interpersonal skills, responsible and self-motivated;
- 3) Able to work independently, detailed mind, task prioritizing and effective time management;
- 4) Proficiency in MS Office applications and good command of spoken and written English and Chinese;
- 5) Sports and Event organization experience is preferred.
- 6) Immediate available is preferred.

We Offer

Salary range starting from HK\$12,000-13,000 per month, MPF, medical and annual leave to the successful candidate. Interested party please apply on or before **3 July 2018** in confidence with full resume, stating present and expected salary, and available date by email to: hkcra@rowing.org.hk (***Please mark "Job Application-ASE" on the e-mail header***)

This post is partly supported by the Leisure & Cultural Services Department financially as the part-time Administrative Assistant

All applications will be treated in the strictest confidence. Data collected will be used for recruitment and other employment-related purposes only. All data will be destroyed 3 months after the completion of selection.