

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

**Recruitment Advertisement (21.11.2022)**

**Post: Events Executive (Job Ref.: EE)**

**Job Descriptions**

1. Assist the organization of all competitions, events and promotions in an effective and professional manner;
2. Handle the competitions and programmes related administration and logistics works;
3. Ensure the competition related equipment is prepared properly and operated in good condition;
4. Assist to prepare budget, reports and statement of accounts for LCSD and the Associations;
5. Assist the Events Manager to provide quality administrative support to related Commissions/ Committees and daily administrative duties;
6. Organize special functions and events upon request; and
7. To perform any other duties as assigned by the Supervisors.

**Entry Requirements**

1. Grade E/Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in the 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;
3. Able to work independently, detail-minded, task prioritizing and effective time management;
4. Self-motivated, result-oriented with strong sense of responsibility and high team spirit;
5. Proficiency in MS Office applications and good command of spoken and written English and Chinese;
6. Fresh graduates are welcome;
7. Sports or Events organization experience is preferred;
8. Willing to work outdoor, on weekends and during public holidays; and
9. Immediate available is preferred.

**We Offer**

Salary range starting from HK\$16,414 per month, subject to experience and qualifications the HKCRA would offer competitive salary top-up and benefits. Benefits package including 5-day work, MPF, annual leave and medical insurance will be provided to the successful candidate. Interested party please apply in confidence with full resume, stating present and expected salary, and available date by email to: [hkcra@rowing.org.hk](mailto:hkcra@rowing.org.hk) (*Please mark "Job Application-EE" on the e-mail header*)

*\*This post is financially supported by the Leisure & Cultural Services Department\**

*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.*