

Sports Organiser Helper (SOH)

Salary: HK\$11,925 per month

Job Descriptions

1. To assist in organizing sports events/ programmes;
2. To support administration and logistics works;
3. To undertake administrative and clerical duties in HKCRA office;
4. To assist in other general duties / data entries.

Entry Requirements

1. Be a Hong Kong Permanent Resident aged 18 or above;
2. 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. (Remark: Grade C in English Language (Syllabus A) is recognized as equivalent to Grade E in English Language (Syllabus B));
3. Possess good communication and interpersonal skills;
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. Sports or Event organization experience is preferred;
7. Welcome Fresh Graduate; and
8. Immediate available is preferred.

Working Hours

1. The conditioned working hours are 45 hours net per week (excluding meal breaks). Appointed candidates may be required to perform shifts duties, work irregular hours and overtime (including on Saturdays, Sundays and Public Holidays). Actual working hours will be arranged by supervisors.

Terms of Appointment

1. Successful candidate will be appointed for about five months (contract renewal subjected to performance and funding availability);
2. This post is subvented by the Anti-epidemic Fund.

We Offer

Salary range starting from HK\$11,925 per month, benefits package including 5-day work, MPF, annual leave and medical insurance, where appropriate, will be granted in line with the provisions of the Employment Ordinance. Interested party please apply in confidence with full resume and available date by email to: hkcra@rowing.org.hk. (Please mark "Job Application-SOH" on the e-mail header)