

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

Recruitment Advertisement (06.03.2024)

Post: Events Executive (Job Ref.: EE)

Job Descriptions

1. Assist the organization of all competitions, events and promotions effectively and professionally;
2. Handle the competitions and programmes related to administration and logistics works;
3. Ensure the competition related equipment is prepared properly and operated in good condition;
4. Assist in preparing budget, reports and statements 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 Hong Kong Certificate of Education Examination, or Level 2 or above in five subjects including English and Chinese in the 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)*
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 a 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 outdoors, on weekends and during public holidays; and
9. Immediate availability is preferred.

We Offer

The salary range starts from HK\$17,606 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 parties please apply in confidence with a full resume, stating present and expected salary, and available date by email to: 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.