

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

Recruitment Advertisement (14.06.2024)

Post: Events Executive (Job Ref.: EE)

Job Descriptions

1. Assist the organisation of all competitions, events and promotions effectively and professionally;
2. Handle the administration and logistics works of each event, including event promotion, production of all event-related collateral as well as ensuring the competition related equipment is prepared properly and operated in good condition;
3. Handle relationships with volunteers to oversee the smooth running of volunteer-support events,
4. Assist in preparing budget, statements of accounts and reports for LCSD and the Associations;
5. Assist the Events Manager to provide quality administrative support to related Committees and daily administrative duties;
6. Organise 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 recognised as equivalent to Grade E in English Language (Syllabus B)
2. Good communications and interpersonal skills;
3. Able to work independently, detail-minded, task prioritising 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 or early retirees are welcome;
7. Sports or events organisation 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 applicants, please submit your full resume confidentially via email to hkcra@rowing.org.hk. In your email, include your current and expected salary, as well as your available start date. **Please clearly mark "Job Application-EE" in the email subject line.**

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

All applications will be handled with strict confidentiality. The collected data will be used solely for recruitment and other employment-related activities. All data will be securely destroyed 3 months after the selection process is completed.