



# 香港學界體育聯會

## THE HONG KONG SCHOOLS SPORTS FEDERATION

invites application for the post of

### **SPORTS ADMINISTRATIVE ASSISTANT**

(Subvented by EDB)

#### **RESPONSIBILITIES**

1. Undertake administrative duties and provide secretarial support to immediate Executives
2. Organise fixtures, prepare competition materials and provide logistics support to sports events
3. Assist in organising and coordinating schools sports competitions / events and provide on-site support at venues
4. Assist accounting operation and prepare statistic reports
5. Responsible for webpage design and update
6. Liaise with member schools, committees, sports convenors, and NSAs
7. Support any ad hoc event and undertake any other duties as directed by the Executives

#### **REQUIREMENTS**

1. Grade E / Level 2 or above in five subjects including English (Syllabus B) and Chinese in HKCEE, or Level 2 or above in five subjects including English and Chinese in HKDSE or equivalent
2. Post-secondary school qualification in sports management an advantage
3. Proficient in MS Office applications, Sharepoint and Chinese word processing
4. Good communication and interpersonal skills
5. Experience in office administration work and organising sports competitions an advantage
6. Required to work outside normal office hours and on weekends

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- Starting Salary: Master Pay Scale Pt. 3 (HK\$ 14,780)
  - Fringe benefits include Mandatory Provident Fund, Medical Insurance and Annual Leave
  - This Post is subvented by Education Bureau

Interested individuals should send full resume via email to [recruitment@hkssf.org.hk](mailto:recruitment@hkssf.org.hk) on or before **21 November 2018**. Applicants who do not receive invitation for interview by 23 November 2018 are considered unsuccessful.