



香港學界體育聯會
THE HONG KONG SCHOOLS SPORTS FEDERATION

invites application for the post of

CONTRACT ADMINISTRATIVE COORDINATOR

RESPONSIBILITIES

1. Responsible for venue booking matters and liaise with LCSD
2. Manage online system and handle related enquiries
3. Coordinate web page design and update
4. Assist accounting operation and prepare statistic reports
5. Provide support to teams in organising internal and external events
6. Undertake administrative duties and provide secretarial support to immediate Executives
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 web page design an advantage
6. May require to work outside normal office hours and on weekends

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- Starting Salary: HK\$ 13,870
 - Fringe benefits include Mandatory Provident Fund, Medical Insurance and Annual Leave

Interested individuals should send full resume via email to recruitment@hkssf.org.hk on or before 31 May 2019. Applicants who do not receive invitation for interview by 5 June 2019 are considered unsuccessful.

(All information provided will only be used for recruitment related purpose)