



HONG KONG CHINA SKATING UNION LIMITED

中國香港滑冰聯盟有限公司

Member of International Skating Union, Asian Skating Union
and Sport Federation & Olympic Committee of Hong Kong, China
國際滑冰聯盟，亞洲滑冰聯盟及中國香港體育協會暨奧林匹克委員會會員

Hong Kong China Skating Union is seeking a high caliber candidate to fulfill the post of:

Part-Time Administrative Assistant (Feeder Programme) (Hourly Salary: HK\$93)

Duties:

1. Organize trainings and other ice-skating activities;
2. Undertake administrative and clerical duties;
3. Provide secretarial support to the office-bearers and executives of the HKSU;
4. Handle members' inquiries;
5. Perform any other appropriate duties as assigned by the office-bearers and executives of the HKSU.

Qualification/Requirements: -:

- Grade E / Level 2 or above in five subjects including English (Syllabus B), Chinese in HKCEE, or Level 2 or above in five subjects including English and Chinese in the HKDSE, or equivalent
- Good command of spoken and written English and Chinese;
- Proficient in MS Office, Outlook Express and Chinese word processing;
- Strong organization skills, excellent interpersonal skill with the ability to work and communicate effectively with members and various organizations;
- Strong problem-solving skills, independent, self-initiative, pleasant, detail-minded and strong sense of responsibility;
- Applicant who is immediately available, with related experience is preferable.

The post is financially supported by the Leisure & Cultural Service Department.

Working hours: subject to the agreement of both parties.

Applicants please send full resume station and expected salary before 30th October 2023 by email to hr@hksu.org

Only shortlist candidate will be notified for interview appointments.

Personal data provided will be treated in strict confidence and only be used for recruitment related purposes.