



# 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:

### **Administrative Assistant**

Salary: HK\$17,606 to HK\$19,016 (Negotiable)

#### Duties:

- Assist to organize and provide support for ice skating activities;
- To liaise and coordinate for training programmes and activities;
- Undertake administrative and clerical duties;
- Support daily operation of office and work closely with others as appropriate;
- Responsible for webpage updates and maintain the promotion material;
- Require to work irregular hours, holidays, overtime and outside of office;
- Perform any other duties as assigned from time to time.

#### Qualification/Requirements: -

- Excellent command of spoken and written English and Chinese (Cantonese and Mandarin)
- Proficient in MS Office and Chinese word processing
- Knowledge or experience in social media management is an advantage
- Strong organization skills, competence to work under pressure, excellent interpersonal skill with the ability to work and communicate effectively with various departments and overseas associations
- Strong problem-solving skills, independent, self-initiative, pleasant, detail-minded and strong sense of responsibility
- Grade E / Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in the HKCEE, or Level 2 or above in five subjects including English and Chinese in the HKDSE, or equivalent
- Remark: Grade C in English Language (Syllabus A) is recognized as equivalent to Grade E in English Language (Syllabus B)

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

Fringe benefits include 5-day work week, MPF, Performance Bonus, Medical Insurance and Annual Leave.

Applicants please send full resume station and expected salary before 31<sup>st</sup> March 2024 by email to [hr@hksu.org](mailto: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.