



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:

Assistant Sports Executive (ASE)

Salary: HK\$20,061 to HK\$21,667 (Negotiable)

Duties:

- Assist to organize and operate the monthly training programmes of athletes;
- Handle and solve all inquiries and matters related of HKSU;
- Assist to organize and execute the local and international events and competitions of ice skating;
- Provide the support to the athletes on overseas training/event/competition;
- Report and communicate with the Committee to reflect all significant matters of HKSU;
- Communicate and arrange media publicity and prompt sports development;
- Responsible for webpage updates and maintain the promotion material
- Undertake administrative and clerical duties and provide secretarial support to the managerial officers and the Committee;
- Maintain proper record and filing of operating and accounting;
- Require to work irregular hours, holidays, overtime and outside of office and overseas;
- 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, or higher education level (Remark: Grade C in English Language (Syllabus A) is recognized as equivalent to Grade E in English Language (Syllabus B)); or
- A Diploma of Foundation Studies, Diploma of Vocational Education or Diploma from a registered post-secondary college issued after the date of its registration; or
- An accredited Associate Degree from a Hong Kong tertiary institution; or
- A Higher Diploma from a university in Hong Kong or Hong Kong Institute of Vocational Education.



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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 21st April 2025 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.