



# 中國香港手球總會 HANDBALL ASSOCIATION OF HONG KONG, CHINA

## Recruitment for the post of Administrative Assistant (A.A.) (Full Time/ Part Time)

Handball Association of Hong Kong, China is a recognized organization under LCSD's subvention and a member of Sports Federation & Olympic Committee of Hong Kong, China for development and promotion of handball activities in Hong Kong.

Salaries: HK\$14,287 per month / HK\$81 per hour (minimums 100 hours per month)

### Duties:

- Undertake administrative and clerical duties
- Assist the organization of Hong Kong team affairs, competitions, training courses, seminars and booking of venue
- Liaise with handball clubs and/or teams and handle general enquiries
- Arrange and provide administrative support at competition venues
- Maintain proper filing
- Responsible for the accounting records and bookkeeping
- Provide secretarial support to Sports Executives

### Requirements:

- Grade E / Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in the Hong Kong Certificate of Education Examination, or Level 2 or above in five subjects including English and Chinese in the Hong Kong Diploma of Secondary Education Examination, or equivalent  
\*Remark: Grade C in English Language (Syllabus A) is recognized as equivalent to Grade E in English Language (Syllabus B)
- Completion of specialized training courses in sports management an advantage
- Computer literacy with knowledge of Accounting software, MS Office, Frontpage, Chinese input, Email and internet management an advantage
- Working experience in sports related field an advantage
- Irregular working hours required

### Applications:

Apply in writing by **31 May 2018** with full resume to HAHKC via email to [info@handball.org.hk](mailto:info@handball.org.hk) with subject of "Apply for (Please specify in Full Time or Part Time) Administrative Assistant\_Name".

Only suitable candidates will be shortlisted for interviews.

This post is subvented by the Leisure & Cultural Services Department.

(All information provided will only be used for recruitment related purpose. All collected data will be disposed after the completion of recruitment process.)