



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)

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\$16,414 per month

Duties:

- Undertake administrative and clerical duties
- Assist the organization of Hong Kong team affairs, competitions, training courses, seminars and booking of venue
- Managing website content and social media platforms for Handball Association with a view to reaching out and maintaining good relationships with the general public
- Planning and producing a variety of publicity materials and supervising relevant graphic designs and content for the Handball Association website and social media platforms
- Managing and working alongside outsourced service providers on large-scale promotional campaigns for major local events
- Liaise with handball clubs and/or teams and handle general enquiries
- Arrange and provide administrative support at competition venues
- Provide secretarial support to Senior Sports Executives and Sports Executives.

Requirements:

- Grade E / Level 2 or above in five 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)
- London Chamber of Commerce and Industry (LCCI) – Level II Book Keeping & Account or equivalent is an advantage
- Computer literacy with knowledge of Accounting software, MS Office, Frontpage, Chinese input, Email and internet management an advantage
- Irregular working hours and outdoor duties are required
- Available and flexible to work on weekends and public holidays

Applications:

Apply in writing by **20 Feb 2023** with full resume to HAHKC via email to hr@handball.org.hk with subject of "Apply for Full Time Administrative Assistant". 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.)