



中國香港手球總會

HANDBALL ASSOCIATION OF HONG KONG, CHINA

Recruitment for the post of Administrative Assistant (AA)

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\$13,871 per month

Duties:

- Undertake administrative and clerical duties
- Assist the organization of competitions, courses, seminars and booking of venue
- Liaise with handball clubs and/or teams and handle general enquiries
- Arrange competition fixtures 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), Chinese and Mathematics in the Hong Kong Certificate of Education Examination, or Level 2 or above in 5 subjects including English, Chinese and Mathematics in the Hong Kong Diploma of Secondary Education Examination, or equivalent
- Level II Bookkeeping & Accounts of the London Chamber of Commerce and Industry (LCCI) or equivalent an advantage
- 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 **26 Sep 2017** with full resume to HAHKC via email to info@handball.org.hk with subject of "Apply for 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.)