



中國香港手球總會

HANDBALL ASSOCIATION OF HONG KONG, CHINA

Recruitment for the post of Sports Executive (S.E.) (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\$26,448 per month

Duties:

- Prepare budgets and providing regular reports to the Executive Committee
- Attend meetings of the Executive Committee and provide administrative support
- Ensure tidy and orderly up keeping of all the NSA's records and publications
- Promote development of the sport discipline and arrange media publicity
- Organize and execute the Association's programmes
- Ensure timely reporting and conscientious compliance with the terms of the LCSD Subvention Agreement
- Liaise with handball clubs and/or teams and handle general enquiries
- Coordinate marketing strategies, including but not limited to promote Handball at community aspects and arrange media publicity
- To perform any other appropriate duties as assigned by senior officers and / or office-bearers of the Association

Requirements:

- An accredited Associate Degree from a Hong Kong tertiary institution/a Higher Diploma from a polytechnic university or polytechnic in Hong Kong or Hong Kong Institute of Vocational Education or equivalent
- Computer literacy with knowledge of Photoshop, Adobe Illustrator, MS Office, Frontpage, Chinese input, Email and internet management will be an advantage
- Working experience in Sports Marketing related field will be an advantage
- Working experience in video production, development of online marketing platforms, or web content management system will be an advantage
- Extensive knowledge of marketing strategies, channels, and branding
- Independent, willing to work under pressure, overtime and able to meet tight deadline
- Available and flexible to work in local and oversea on weekends and public holidays
- Good command of both written and spoken English and Chinese (Good command in spoken, Putonghua is an advantage)

Applications:

Apply in writing by **8 Jan 2024** with full resume to HAHKC via email to hr@handball.org.hk with subject of "Apply for Full Time Sports Executive". 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.)