



中國香港手球總會

HANDBALL ASSOCIATION OF HONG KONG, CHINA

Recruitment for the post of Sports Executive (SE)

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\$21,803 per month

Duties:

Undertake administrative and clerical duties

Organize 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

Ensure tidy and orderly up keeping of all HAHKC records and publications

Promote development of the sport discipline and arrange media publicity

Liaise with LCSD, HKSI, SF&OC on funding and other relevant matters

Requirements:

A Diploma from a registered post secondary college issued after the date of its registration/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

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 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 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.)