Hong Kong Water Ski Association
香 港 滑 水 總 會

The HKWSA is inviting applications for the following post:
(1) Full Time Administrative Assistant)

Main responsibilities for post / Duties:
- Undertake administrative and clerical duties in the HKWSA office;
- Prepare Monthly Statement / statement of account for activities;
- Maintain proper filing and accounting records;
- Provide secretarial support to the office-bearers and executives of the HKWSA; and
- Assist to organise HKWSA activities and events; to plan and implement sports programmes including beginner training courses, national squad training, local and overseas competitions.
- To coordinate and facilitate support provisions to athletes and coaches
- Other duties as assigned

Requirements / Qualification:
- 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)
- A minimum of 1 years' post qualification work experience;
- Proficient in MS Office software;
- Self-motived, independent with good communication skills;
- Proficient in spoken and written English and Chinese;
- A team worker with passion and willingness to learn new scopes of knowledge;
- Able to work under pressure and meet tight schedules
- Candidates with accounting experience or sports background are preferred.

Benefits:
- Salary of $16,414/month x 12 months a year. Annual leave, mandatory provident fund and medical insurance will be provided.
- Working hours: 10am-6pm, Mon-Fri, 5-Day week.
- Overtime weekend work can be expected during local competitions

This post is subvented by LCSD

Interested parties please send the full resume to hkwsa@hkolympic.org; please contact us at 2504-8168 if you have any enquiry.

Application deadline: 21 Nov 2022

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