



# Hong Kong, China Waterski Association

## 中國香港滑水總會

The HKCWA is inviting applications for the following post:

(1) Full Time Administrative Assistant

### **Main responsibilities for post / Duties:**

- Undertake administrative and clerical duties in the HKCWA 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 HKCWA; and
- Assist to organise HKCWA 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)*
- Proficient in MS Office software
- Proficient in Accounting Software or Designing Software is an advantage;
- Self-motivated, independent with good communication skills;
- Proficient in spoken and written English and Chinese;
- Able to work under pressure and meet tight schedules;
- Candidates with sports background are preferred,
- Candidates with work experience as helpers in NSA's competition is an advantage

### **Benefits:**

- Basic Salary of \$18,134/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 [info@waterski.org.hk](mailto:info@waterski.org.hk) ; please contact us at 2504-8168 if you have any enquiry.

Application deadline: 20 Mar 2026