



Hong Kong, China Waterski Association

中國香港滑水總會

The HKWSA is inviting applications for the following post:

- (1) **Part Time Administrative Assistant (Accounting or/and Marketing)**
(2) Vacancies: 1-2

Main responsibilities for post / Duties:

- Undertake administrative and clerical duties in the HKCWA office;
- Assist to organise HKCWA activities and events including beginner training courses, national squad training, local and overseas competitions.
- To coordinate and facilitate support provisions to athletes and coaches

Accounting

- Prepare payment vouchers, receipts vouchers, petty cash vouchers
- Prepare bank reconciliation statements and paypal reconciliation statements
- Handle payrolls and monthly MPF statement.
- Maintain proper filing and accounting records;
- Collect and review training/ competition receipts, attendance lists and related documents; prepare expenses reimbursement payments.

Marketing

- Maintain communications with members through social media, referring any particular matters to the related executive committee member(s).
- Draft marketing copy, create social media posts, and update website content.
- Design, create, and edit visually appealing graphics, videos for social media and website.
- Assist in managing social media platform for HKCWA events and competitions

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;
- Self-motived, independent with good communication skills;
- Proficient in spoken and written English and Chinese;
- Able to work under pressure and meet tight schedules;
- Candidates with sport administration experience will be an advantage

Accounting

- Candidates with accounting experience are preferred
- Familiarity with MYOB accounting software is an advantage.
- Qualification in LCCI - Level 2 Bookkeeping & Account or equivalent;

Marketing

- Candidates with marketing/ graphic design experience is an advantage.
- Experience in digital marketing or social media is an advantage;
- Strong knowledge of Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, After Effects, AI etc.) and/or other design software is an advantage.
- Qualification in Communications, Marketing, Journalism, PR, Arts or related disciplines.

Benefits:

- Salary of \$100 / hour and mandatory provident fund will be provided.
- Working hours: 10am-6pm, 1-3 Days per week. (More flexible hours may be discussed)
- Overtime weekend work may be required during local competitions

This post is subvented by LCSD

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

Application deadline: 12 May 2026