



# Hong Kong, China Waterski Association

## 中國香港滑水總會

The HKCWA is inviting applications for the following post:

**(1) Part Time Administrative Assistant (Event Support)**

(2) Vacancies: 1-2

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

- To assist in organizing sports events/programmes, including beginner training courses, national squad training, local and overseas competitions.
- Undertake administrative duties in the HKCWA office and;
- Provide clerical support, such as fillings, data entry, preparing event materials etc;
- Perform outdoor duties for events/competitions;
- To coordinate and facilitate support provisions to athletes and participants;
- Perform on-site support during competitions such as venue setup and logistics; registration and reception;
- 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
- Self-motivated, independent with good communication skills;
- Proficient in spoken and written English and Chinese;
- Able to work under pressure and meet tight schedules;
- Working on weekends required
- Candidates with sports background are preferred,
- Candidates with work experience as helpers in NSA's competition is an advantage

### **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](mailto:info@waterski.org.hk) ; please contact us at 2504-8168 if you have any enquiry.

Application deadline: 12 May 2026