

Sports Executive

Company/Employer Name: **Hong Kong Kendo Association Limited**

Duties:

- Manage all activities of the HKKA office, including supervision and management of administrative staff;
- Attend meetings of the Executive Committee and provide administrative support;
- Liaise with the LCSD and other bodies on funding and other relevant matters; and
- Organize and execute the programs approved by the Executive Committee of HKKA;

Qualification:

- 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;
- Five passes in HKCEE, (including Chi; Eng; Maths)
- Fluent in Chinese and English, both written and spoken (Cantonese and Mandarin);
- 2 Year(s) Experience Required;
- Possess of the following qualifications will be a plus, but not mandatory:
 - (i) Possess of Japanese language certification(s) and/ or Fluency in Japanese; and
 - (ii) Experience in sports event management.

*This post is subvented by the LCSD.

Salary : HK\$22,457per month with Annual Leave 14 days, Bank Holiday, Medical Benefits.

Mon to Fri: 9:30AM-5:30PM and Sat: 9:30AM-1:30PM, 5 - 5.5 working days per week. In case of any kendo activities or peak period, overtime work is required. (E.g. Saturday, Sunday and the public holiday) Overtime Compensation Leave will be provided according to the number of overtime working hours.

Apply in writing with full resume to Hong Kong Kendo Association Limited
by 27/04/2018 by post as follows –

Hong Kong Kendo Association Limited

Address: Room1029, Olympic House, No.1 Stadium Path,

So Kon Po, Causeway Bay, Hong Kong

Tel: (852) 2504 8145 Fax: (852) 2890 8052

Please prefix “Application for the position of Sports Executive”
clearly on the envelope.

