



The Sports Federation & Olympic Committee of Hong Kong, China (Federation) is responsible for the promotion of Olympism and Sports in Hong Kong. We are now looking for the right candidate to fill up of the posts of **Assistant Manager (Olympic Fans Club) and Administrative Assistant (Secretariat)** working under the Federation or the affiliated company controlled by the Federation on contract basis, which is renewable subject to the prevailing condition.

Post 1: Assistant Manager (Olympic Fans Club) [Ref.: AM(OFC)]

The AM(OFC) will be mainly responsible for:

- (i) To be responsible for the implementation of loyalty programme of the Federation;
- (ii) To develop marketing and promotion plan for membership recruitment and other retention programmes;
- (iii) To be responsible for the organization and logistics arrangement for loyalty programme of the Federation including budget control and on-site support;
- (iv) To create KPIs for events/ programmes for submitting periodical report to measure program effectiveness and identify opportunities for improvement;
- (v) To build strong rapport with the corporate and individual club members and maintain the club members' satisfaction and loyalty;
- (vi) To work closely with other functional divisions to deliver the total club members' experience and measure their satisfaction level by periodic survey;
- (vii) To identify database growth and future potential opportunities of the programme in all markets; and
- (viii) To maintain the Club members' records and ensure data accuracy and confidentiality.

Applicants should have

- (i) a recognized university degree in Marketing, Communication, Business Administration or related disciplines;
- (ii) at least three years' work experience with track record in marketing, corporate communication or membership management; with strong experience and knowledge of event planning, marketing agency background is highly preferred;
- (iii) creative and sensitive to sports development and market trends;
- (iv) excellent interpersonal and communication skills with ability to build and grow client relationship;
- (v) good knowledge in computer application (MS Word, Excel, PowerPoint and Chinese Word Processing); and
- (vi) good command of written and spoken Chinese and English.

Post 2: Administrative Assistant (Secretariat) / [Ref.: AA(FS)]

The AA(FS) will be mainly responsible for:

- (i) To handle incoming and outgoing correspondences to the Federation including to issue correspondences and circulars to local and overseas sports organizations;
- (ii) To provide secretariat support to Officers as well as updating the official schedule of the Officers and the management of the Federation;
- (iii) To provide clerical support to various Committees and meetings of the Federation;
- (iv) To assist the seniors in updating the database of local and overseas sports related organizations;
- (v) To be responsible for filing of documents of the Division; and
- (vi) To be responsible for purchasing office supplies and stationeries.

Applicants should have:

- (i) A recognized university degree or equivalent in sports management/ administration / Physical Education or relevant disciplines; as one of the subjects studied is preferable;



- (ii) A minimum of one year's work experience in sports sector or government is preferable;
- (iii) Good command of written and spoken Chinese and English.

All short-listed applicants will be required to attend a written test.

Remuneration

Successful candidate will be appointed on a contract basis with monthly basic salary plus gratuity equals to 5% of the total basic salary drawn during the period of contract upon satisfactory completion of the contract. Fringe benefits include MPF, medical, paid leave and employee's insurance.

Application

Interested parties should send full resume with current and expected salary to the Hon. Treasurer, Sports Federation & Olympic Committee of Hong Kong, China, 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong on or before **8 March 2019**. Please mark "Ref.: AM(OFC) or AA (FS)" on the envelope.

All applications will be treated in the strictest confidence. Personal data provided will be used strictly in accordance with the Personal Data Policies. Applicants who do not hear from us within 4 weeks after the closing date may assume their applications unsuccessful. All information on unsuccessful candidates will be destroyed within 6 months.