



The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA is responsible for the promotion of Olympism and Sports in Hong Kong. We are now looking for the right candidate to fill up of post of **Officer / Assistant Officer** of Community Relations Team on contract basis, which is renewable subject to the prevailing condition.

Duties

The O/AO(CR) will mainly be responsible to:

- (i) provide administrative support to the Team;
- (ii) maintain the record management of the Team;
- (iii) maintain the stock management of the Team;
- (iv) prepare the procurement of items and/or services for the programmes of the Team; and
- (v) prepare simple graphic or materials for PR campaign of the Federation in social media.

Requirements

Applicants should have:

- (i) a recognized university degree in Marketing, Communication, Business Administration or related disciplines;
- (ii) at least one years' marketing or related work experience preferred;
- (iii) good knowledge in computer applications (MS Word, Excel, PowerPoint and Chinese Word Processing, Adobe Photoshop or related design software);
- (iv) good command of written and spoken Chinese and English.

All short-listed applicants will be invited to attend a written and computer test. Suitable candidates may be offered other post at similar ranking in other division of the Federation. Successful candidate will be offered the post at a rank subject to his/her background and work experience.

Remuneration

Successful candidate will be appointed on 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 14 December 2020. Please mark [Ref. O/AO(CR)] 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.