



**Hong Kong Olympic Fans Club Limited**, an affiliated company of the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC), is now looking for the right candidate to fill up of the post of **Officer / Assistant Officer** [Ref. O/AO(OFC)] on contract basis which is renewable subject to the prevailing condition.

**Duties:**

**The O/AO(OFC) will be responsible for:**

- (i) assist in the organization and execution of the OFC programmes and activities;
- (ii) prepare the procurement of items and/or services for the programmes and activities;
- (iii) prepare simple graphics, videos, and any other publicity materials for the OFC;
- (iv) maintain the OFC database and record management of the Team; and
- (v) provide administrative and logistic support to the Team.

**Requirements:**

**Applicants should have:**

- (i) a recognized university degree in Marketing, Communication, Business Administration, Project Management or related disciplines;
- (ii) a minimum of one year's work experience in marketing, publicity, programme implementation and/or administration;
- (iii) good knowledge in computer applications and design software (MS Word, Excel, PowerPoint and Chinese Word Processing, Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro and related design and video editing software);
- (iv) good command of written and spoken Chinese and English;
- (v) proactive and attentive to details; and
- (vi) experience in project management will be an advantage.

All short-listed applicants will be invited to attend the written and computer test. Suitable candidate might be offered other similar ranking post of the Federation.

**Remuneration:**

The successful candidate will be offered a contract with remuneration package of 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, while the commencing salary will be commensurate with qualifications and experience. Fringe benefits include mandatory provident fund, paid leave, medical and employee's insurance.

**Application:**

Interested parties should send full resume with current and expected salaries to the Hon. Treasurer of SF&OC by post (Address: 2/F Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong) or by email at [hr@hkolympic.org](mailto:hr@hkolympic.org) **on or before 11 April 2022**. Please mark [Ref. O/AO(OFC)] in the letter.

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.