



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 the posts of Assistant Manager in the Federation Secretariat and its affiliated company, Hong Kong Olympic Fans Club Limited on contract basis, which are renewable subject to the prevailing condition.

Duties:

Post 1: AM(Games & Events) of the Secretariat / AM(FS)

- (i) To organise and execute including budget control of the SF&OC annual major sports programmes;
- (ii) To prepare Hong Kong's participation in multi-sports Games including budgeting, selection, entries and logistics arrangement;
- (iii) To be responsible for the organization and logistics arrangement for official functions of the annual programmes and Hong Kong, China Delegation's participation in the multi-sports Games assigned;
- (iv) To keep close liaison with the NSAs for all issues in relation to the annual programmes and participation in the multi-sports Games assigned;
- (v) To keep close liaison with appointed contractors and monitor the implementation of various SF&OC programmes; and
- (vi) To assist the seniors to prepare the meeting documents of the related SF&OC Committee and follow-up the decision made; and serve as notes takers of relevant committee meetings.

Post 2: AM of Hong Kong Olympic Fans Club Limited / AM(OFC)

- (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.

Requirements

Applicants should have

- (i) a recognized university degree in sports management/ administration/ physical education/ recreation or related disciplines for Post 1; in Marketing, Communication, Business Administration or related disciplines for Post 2;
- (i) at least 3 years' work experience in sports related committee work for Post 1; in marketing, corporate communication or membership management for Post 2; 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.

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 candidates will be offered the post at a salary subject to his/her background and work experience.

Remuneration

Successful candidates 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 **25 July 2022**. Please mark **[Ref.: AM(FS/OFC)]** on the envelope for applying the respective post.

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.