



The Management Company of Olympic House Ltd (MCOHL), affiliated company of the Sports Federation & Olympic Committee of Hong Kong, China, aims to manage the office building of Olympic House and provide the meeting facilities to users. We are now looking for the right candidate to fill up of the post of **Assistant Officer** of MCOHL Ref: [AO(MCOHL)] on contract basis, which is renewable subject to the prevailing conditions.

Duties:

The AO(MCOHL) will mainly be responsible for the following duties:

- (i) secretarial support for the company;
- (ii) all matters regarding marketing and booking of facilities for users;
- (iii) liaise with clients for general enquiries, on-site visit and venue set-up;
- (iv) prepare monthly reports; and
- (v) plan and implement the environmental friendly programmes.

Requirements

Applicants should have

- (i) a recognized university degree or equivalent in administration / sports management or relevant disciplines; as one of the subjects studied preferable;
- (ii) a minimum of two years' work experience in non-government organization preferable; and
- (iii) good command of written and spoken Chinese and English.

All shortlisted candidates will be invited to attend a written and computer test.

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. Successful candidate will be offered the post at a salary subject to his background and work experience.

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 February 2023. Please mark [**Ref: AO(MCOHL)**] on the application.

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.