



港協暨奧委會奧夢成真有限公司
SF&OC SPORTS LEGACY COMPANY LIMITED

The SF&OC Sports Legacy Company Limited, the affiliated company of the Sports Federation & Olympic Committee of Hong Kong, China, aims to develop the sports potential of underprivileged students through a team of dedicated athletes. We are now looking for the right candidate to fill up of the post of **Assistant Manager (SLCL) [Ref. AM(SLCL)]** for a 5-year project on contract basis, which is renewable subject to the prevailing condition.

Duties:

The AM(SLCL) will be responsible for the following duties:

- (a) Overall administration and execution of particular school-based programme
- (b) Organisation, logistics arrangement, on-site support and conducting survey and evaluation of project activities including but not limited to seminar, workshop, promotion campaign, competition, training activities etc.;
- (c) Liaison and maintain positive relationships with various stakeholders, including but not limited to the Hong Kong Jockey Club Charities Trust (the Trust), government departments, universities and schools, private organizations, trainers, and coaches;
- (d) Provide administration support for regular progress and financial report and meetings;
- (e) Manage the administration issues of coach team including employment, welfare, training, etc.
- (f) Assist in the promotion and public relations campaign, including drafting contents for the official website and social media pages;
- (g) Assist in assets and inventory storage, equipment logistics and provide general clerical support including accounting, procurement and filing etc.; and
- (h) Perform any other duties as assigned by the seniors.

Requirements:

Applicants should have:

- (a) a recognized university degree in Sports / Physical Education / Recreation / Business / Marketing or equivalent qualification with strong sports background;
- (b) at least five years' working experience, preferably with event and marketing experience;
- (c) knowledge in the Hong Kong sports development is a must;
- (d) strong sense of responsibility, self-motivated, independent and embrace inclusiveness with partners with dynamic background;
- (e) good communication and interpersonal skills
- (f) knowledge in computer applications i.e. MS Office; and
- (g) good command in Chinese and English.

All short-listed applicants will be invited to attend the written 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.



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Application:

Interested parties please send full resume with current and expected salary to the Hon. Treasurer of SF&OC by post (Address: 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong) **on or before 18 August 2023.** Please mark “**Application for AM (SLCL)**” 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.