



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 (Sports Administration) [Ref.: AM(SA)]** on contract basis, which is renewable subject to the prevailing condition.

### **Assistant Manager (Sports Administration)**

#### Job Duties

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

- (a) Overall administration of particular assigned programmes; liaising with stakeholders on scheduling the activities, handling the administration papers, ensuring the services standard and preparing reports, etc.;
- (b) Organise various activities and events, logistics arrangement, on-site support and conduct survey and evaluation;
- (c) Manage various projects collaborated with government and private organisations, including seminar, sharing, workshop, sports day, and CSR project;
- (d) Ensure the smooth execution of the programme. Assist in preparing the training materials and equipment logistics and provide general clerical support including accounting, procurement and filing etc.;
- (e) Assist in the promotion and public relations campaign, including designing contents for the official website and social media pages; and
- (f) Explore and develop appropriate training opportunities for coach team.

#### Requirement

Applicants should have:

- (a) a recognized university degree or post-secondary qualifications with Sports / Physical Education / Recreation / Marketing / Social Work / or a related field;
- (b) at least three years' work experience, preferably in sport-related fields with event management and marketing experience;
- (c) devoted to serve athletes and willing to work in irregular hours;
- (d) has good communication and interpersonal skills; and
- (e) good command of written and spoken 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.

#### 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(SA)**" 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.