



As a non-profit subsidiary of SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA (SF&OC) to promote Olympism in the community, the HONG KONG OLYMPIC FAN CLUB LTD under the purview of Marketing and Community Relations Division of SF&OC is now looking for an **Officer/ Assistant Officer [Ref. O/AO (OFC)]**.

The main duties of the O/AO(OFC) include:

- (i) assisting in formulating sports-related event and activities for OFC members in collaboration with member sports associations of SF&OC as well as various internal and external parties; and providing on-site support as such events and activities take place;
- (ii) coordinating with counter-parties, service providers, etc. and handling the logistics such as venue booking, preparation of promotional materials, souvenir items, etc.;
- (iii) maintaining an up-to-date record of the OFC membership database;
- (iv) preparing the content and issuing e-newsletters to OFC members;
- (v) providing clerical support to the supervisors in membership recruitment, handling enrollment and expenses, and maintaining all relevant records in good order; and
- (vi) performing any other duties as assigned.

Requirements:

- 1) a recognized diploma/university degree preferably in social services, event planning and/or management, education, communications or a related discipline;
- 2) fresh graduates will be considered; possession of experience in social services, event planning and/or management, public and/or government organisations would be an advantage;
- 3) good command of written and spoken Chinese and English;
- 4) good interpersonal skills;
- 5) self-motivated with a strong sense of responsibility, multi-tasking and time management skills; and
- 6) be willing to work occasionally outside of the office and in irregular hours.

Candidate with less experience would be considered as Assistant Officer. All short-listed applicants will be invited to attend a written test.

### **Remuneration**

The successful candidate will be appointed on contract basis. Fringe benefits include MPF, medical, paid leave and employee's insurance. The successful candidate will be offered the post at a salary subject to his/her 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 **31 May 2024**. Please mark [**Ref.: O/AO(OFC)**] on the envelope to indicate the post you apply for.

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.