



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

Duties

The AM(SA) will be responsible for:

- (a) Overall administration of assigned school programme; liaising with stakeholders on scheduling the activities, handling the administration papers, ensuring the services standard and preparing reports;
- (b) Organise various activities and events, logistics arrangement, on-site support and conduct survey and evaluation;
- (c) Manage various projects collaborated with partners and organisations, including seminar, sharing, workshop, sports day, and related projects;
- (d) Provide general clerical support on programme including report drafting, accounting, procurement and filing;
- (e) Assist in assets and inventory storage and equipment logistics;
- (f) Assist in the promotion and public relations campaign, including drafting contents for the official website and social media pages;
- (g) Explore and develop appropriate training opportunities for coach team
- (h) Perform any other duties as assigned by the senior

Requirements

Applicants should have:

- (a) A recognized university degree or post-secondary qualifications with Sports / Physical Education / Recreation / Marketing 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) Excellent 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 12 August 2024**. Please mark **[Ref. AM(SA)(SLCL)]** 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.