



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

**Duties**

The AM(M) will be responsible for:

- (a) Develop and execute marketing campaigns to promote various programmes;
- (b) Coordinate promotion and public relations events;
- (c) Prepare different marketing collaterals for various publications, website and social media platforms;
- (d) Explore new strategic opportunities for potential collaborators and formulate partnership proposals to develop effective initiatives;
- (e) Conduct survey and analysis to facilitate development of marketing strategy and project assessments; and
- (f) Maintain partner relationship and coordinate meetings with potential collaborators.
- (g) Manage and organise various activities and events, including logistics arrangement and on-site support of workshops, seminar, sharing, training, etc.
- (h) Perform any other duties as assigned by the senior

**Requirements**

Applicants should have:

- (a) A recognized university degree in Sports / Physical Education / Marketing Communication / Business Administration or related disciplines;
- (b) at least 3 year's work experience with track record in marketing or corporate communication; with sports-related background or experience of running self-financed programme in N.G.O. is an advantage;
- (c) Creative and sensitive to sports development and market trends;
- (d) Excellent interpersonal and communication skills;
- (e) Devoted to serve athletes and willing to work in irregular hours;
- (f) Knowledge in computer application, preferably with design and graphic applications; and
- (i) 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 **13 September 2024**. Please mark [**Ref. AM(M)(SLCL)**] on the application. (Work location: Causeway Bay/ North Point)

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.