



The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA, is responsible for the promotion of Olympism and sports in Hong Kong. We are now looking for the right candidate to fill up the post of **Executive Assistant/Officer to President [Ref. EA/O]** on contract basis, which is renewable subject to the prevailing conditions.

Duties

The EA/O will be responsible:

- (i) Provide a full spectrum of administrative support to the President (a top-ranked official associated with business and sports background);
- (ii) Review all meeting documents and prepare summaries for President;
- (iii) Attend meetings with the President and take notes of the proceedings;
- (iv) Attend sports events with the President and coordinate with related parties closely;
- (v) Liaise with local and overseas organizations and relevant government departments;
- (vi) Assist in research, analysis and coordination of projects;
- (vii) Draft messages, correspondences, reports and proposals in English and Chinese;
- (viii) Maintain both digital and physical filing systems;
- (ix) Perform any other duties as assigned; and
- (x) Maintain complete confidentiality in all work.

Requirements

- (i) A Bachelor's degree in Management Studies is preferable;
- (ii) At least 3 years of relevant working experience;
- (iii) Enthusiastic about and having good knowledge of sports is preferable;
- (iv) Proficient in written and spoken English and Chinese, including Putonghua;
- (v) Highly organized with a strong sense of responsibility and maturity;
- (vi) Attention to details is highly required;
- (vii) Self-motivated, with the ability to work independently and collaboratively in a team;
- (viii) Proficient in MS Office and Chinese input is a must; and
- (ix) Immediate availability is desirable.

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

Remuneration

The successful candidate will be appointed on contract basis with monthly basis salary plus gratuity equals to 5% of the total basic salary drawn during the period of contract upon satisfactory completion of the contract. Fringe benefits include MPF, medical, paid leave and employee's insurance.

Application

Interested parties should send full resume with current and expected salaries 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. Please mark respective [Ref. EA/O] on the letter.

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.