



The Management Company of Olympic House Ltd (MCOHL), affiliated company of the Sports Federation & Olympic Committee of Hong Kong, China, aims to manage the office building of Olympic House and provide the meeting facilities to users. We are now looking for the right candidate to fill up of the post of **Officer / Assistant Officer (MCOHL)** on contract basis, which is renewable subject to the prevailing conditions.

Duties

The O/AO(MCOHL) will mainly be responsible for the following duties:

- (i) to provide administrative support to the company;
- (ii) to handle marketing and booking of meeting facilities for users;
- (iii) to liaise with clients for general enquiries, on-site visit and venue set-up;
- (iv) to prepare monthly usage reports; and
- (v) to plan and implement the environmental-friendly programmes.

Requirements

Applicants should have

- (i) post-secondary qualifications or equivalent in administration/sports management or relevant disciplines; as one of the subjects studied preferable;
- (ii) a minimum of one year's work experience in non-government organization preferable;
- (iii) good command of both spoken and written Chinese and English;
- (iv) proficiency in MS Office and Chinese typing; and
- (v) be self-motivated, ability to work independently, good communication.

All short-listed applicants will be invited to attend a written and computer test. Successful candidate will be offered the post at a salary subject to his background and work experience.

Remuneration

Successful candidate will be appointed on contract basis with 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. Fringe benefits include MPF, medical, paid leave and employee's insurance.

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 27 March 2026. Please mark **[Ref.: O/AO(MCOHL)]** 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



奧運大樓管理有限公司是由中國香港體育協會暨奧林匹克委員會所管轄的關聯公司，旨在提供優質的辦公室及會議設施予體育總會及其他人士使用。現誠聘以下職位空缺。

(1) 營運主任 [Ref: OO (MCOHL)]

職責

- 協助助理經理協調和監督承判商在奧運大樓進行的維修、翻新及保養等工作；
- 能獨立處理基本的水電維修；
- 進行採購及跟進工程報價等事項；
- 為奧運大樓會議設施租用者提供影音系統技術支援，確保活動順利進行；
- 須輪班工作。

入職要求

- 完成技工學徒計劃 / 持有電器技工證書或同等學歷；
- 至少三年或以上的物業 / 設施管理工作經驗，須熟悉水電維修工作；
- 須持有效 A 級電業工程人員註冊牌照；
- 能操流利廣東話和略懂英語。

註：學歷較高或經驗豐富的申請人，可獲聘為**高級營運主任**

(2) 設施事務員 [Ref: FA (MCOHL)]

職責

- 在奧運大樓舉行任何活動中，負責佈置會議場地、提供茶水服務；
- 收派文件、統計用品存貨量等；
- 須輪班及外勤工作。

入職要求

中三或以上程度，需具兩年或以上相關工作經驗，並能操流利粵語及略懂英語。

薪酬福利

本公司提供完善薪酬及福利制度，包括基本月薪、有薪年假、勞工保險、員工醫療保障等。受聘者將以合約制形式聘用，合約期內工作表現良好，可獲發相等於受聘者合約期內的基本薪金總額的 5% 之約滿酬金。

申請方法

有興趣而合資格的人士，請將個人履歷、聯絡電話、現時及要求薪金，於 2026 年 3 月 27 日或之前，郵寄至「香港銅鑼灣掃桿埔大球場徑 1 號奧運大樓 2 樓，中國香港體育協會暨奧林匹克委員會義務司庫」收，信封面請註明「申請**營運主任 / 設施事務員** 職位」。

申請人所提供的資料將會保密處理，並只用作招聘工作及其他與僱用有關的事宜上。若四星期內仍未獲通知，即其申請未獲考慮，所有未獲受聘的申請人之個人資料亦將在完成招聘程序後六個月內銷毀。