

Administrative Assistant

This mission of Hong Kong Sailing Federation is to promote the sport and leisure of sailing across all people in Hong Kong, and this person will play an important role within the team.

JOB DESCRIPTION

- Provide administrative support to the office
- Undertake administrative and clerical duties
- Maintain proper filing and accounting records
- Maintain and update membership data
- Processing dinghy certificate issuance and the sale of logbooks, maintain office inventories
- Assist in organizing activities of sport of sailing
- Require to work irregular hours and outdoors as and when necessary
- Perform any other duties as assigned by the Secretary General

REQUIREMENTS

- Grade E / Level 2 or above in 5 subjects including English (Syllabus B), Chinese and Mathematics in Hong Kong Certificate of Education Examination or equivalent; or Level 2 or equivalent or above in 5 subjects including English, Chinese and Mathematics in the Hong Kong Diploma of Secondary Education Examination;
- Good command of English and Chinese;
- Working experiences preferred but not essential;
- Proficient in MS Office, Chinese word processing ;
- Reliable, detail-oriented, self-initiative, pleasant, team spirit and strong sense of responsibility.
- Excellent command of spoken and written English and Chinese ;

Salary:

HK\$16,414 per month, plus benefits.

The post is subvented by the Leisure & Cultural Services Department.

Applicants please send full resume to Hong Kong Sailing Federation at admin@sailing.org.hk on or before 5 December 2022