

The Hong Kong China Korfball Association Ltd. (HKCKA) (中國香港合球總會有限公司) has been actively promoting the sport of korfball in the past decade locally & successfully solicited excellent world standing at the international arena. The Association is now inviting high calibre candidates to fill up the following positions:-

(Ref No. : AA/22/2)

**行政助理**

**Administrative Assistant**

**工作範圍：RESPONSIBILITIES and DUTIES**

- 接聽電話查詢、文書資料處理、存檔工作及預訂場地  
Handle general enquiries and clerical support, data entry and venue booking
- 協助處理及執行日常行政工作，包括訂購物資及負責設備管理  
Undertake administrative duties and provide logistic support
- 協助處理香港集訓隊事務、賽事籌備、舉辦訓練班及工作坊  
Assist the organization of Hong Kong team affairs, competitions, training courses and seminars
- 與屬會、球隊、教練、裁判和會員聯絡  
Liaise with clubs, teams, coaches, referees and/or members
- 協助總會推廣、宣傳活動  
Assist and cooperate with team in promotion programmes/events
- 負責總會網頁管理  
Responsible for optimize the website/ social media and update information
- 負責機構收支及一般會計帳目記錄  
Assist accounting operation and prepare statistic reports
- 處理由上司安排的其他工作  
Support any ad hoc event and undertake any other duties as directed by the Executives

**入職要求：REQUIREMENTS**

- 香港中學會考/ 香港中學文憑考試 5 科考獲 E 級/ 第二級 (包括中、英) 或以上  
備註：英語 C 級 (課程 A) 等同於英語 E 級 (課程 B)  
Grade E / Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in the Hong Kong Certificate of Education Examination, or Level 2 or above in five subjects including English and Chinese in the Hong Kong Diploma of Secondary Education Examination, or equivalent  
Remark: Grade C in English Language (Syllabus A) is recognized as equivalent to Grade E in English Language (Syllabus B)
- 熟悉中、英文打字及使用 MS Office 電腦軟件  
Good PC knowledge with Microsoft Word, Excel, PowerPoint and Chinese/English input

- 具備良好溝通技巧  
Good communication
- 有責任感，能獨立工作，性格主動有禮，處事細心有條理，願意處理不同範疇工作  
Pro-active and hardworking, willing to serve and to learn  
Good interpersonal skills, a strong sense of responsibility and good team player
- 持有 LCCI (Level 2) 簿記及會計證書  
Possess the qualification not lower than the LCCI Level II Book Keeping & Accounts or equivalent
- 如有需要，需於非辦公時間及戶外工作  
Required to perform shifts duties work irregular hours and overtime (including on Saturdays, Sundays and Public Holidays).
- 有相關經驗者優先考慮  
Experience in office administration work and organising sports competitions an advantage

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- This post is subvented by the Leisure and Cultural Services Department with Salary HK\$16,414 per month
  - Fringe benefits include Mandatory Provident Fund, Medical Insurance and Annual Leave

有意者請將個人履歷，電郵至 [postmaster@korfball.org.hk](mailto:postmaster@korfball.org.hk) 本會主席收。電郵主旨 請註明“申請行政助理職位”，本會將通知合適的應徵者接受面試。截止日期：**2022年7月15日**。  
Interested individuals should send full Resume and Availability via email to our Chairman, [postmaster@korfball.org.hk](mailto:postmaster@korfball.org.hk) on or before **15 July 2022** with subject of “Apply for Administrative Assistant”. Only suitable candidates will be shortlisted for interviews.

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。

(All information provided will only be used for recruitment related purpose)