

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:-

體育幹事助理員 (合約) 合約期至 2024 年 3 月 31 日
Sport Organiser Helper (Contract)

(Ref No. : SOH/23/1)

工作範圍：RESPONSIBILITIES and DUTIES

- 協助總會組織體育活動
To assist in organising sports events/programmes
- 負責接聽電話查詢、文書資料輸入及存檔工作
Provide general administrative and clerical support and data entry
- 協助處理及執行日常行政工作，包括物資管理及物流工作
Undertake administrative duties and provide logistic support
- 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

- 為 18 歲或以上香港特別行政區永久性居民
Be a Hong Kong Permanent Resident aged 18 or above
- 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
- 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

月薪 Salary : HK\$11,925 per month

每週標準工作淨時數為 44 小時(不包括用膳時間)

The normal working hours are 44 hours net per week, excluding meal time which is not considered as working hours and no wage will be paid on such meal time

員工福利包括強積金和年假

Fringe benefits include Mandatory Provident Fund and Annual Leave

有意者請將個人履歷及到任日期，電郵至 postmaster@korfball.org.hk 本會主席收。電郵主旨請註明“申請體育幹事助理員職位”，本會將通知合適的應徵者接受面試。截止日期：**2023 年 2 月 28 日**。

Interested individuals should send full Resume and Availability via email to our Chairmen, postmaster@korfball.org.hk on or before **28 Feb 2023** with subject of “Apply for Sport Organiser Helper”. Only suitable candidates will be shortlisted for interviews.

此職位由康樂及文化事務署在第三輪防疫基金下資助

This post is subvented under the Job Creation Scheme 3.0 from Leisure and Cultural Services Department.

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)