

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:-

1. 合約體育行政助理 (Ref No. : AA/20/1)

Contract Administrative Assistant

工作範圍：RESPONSIBILITIES

- 負責機構收支及一般會計入帳記錄，並能獨立處理機構全盤帳目
Assist accounting operation and prepare statistic reports
- 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
- 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及維修事宜
Undertake administrative duties and provide secretarial support to immediate Executives
- 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

此職位由康樂及文化事務署資助。

This post is subvented by the Leisure and Cultural Services Department.

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
- 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

- 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\$15,525 per month

員工福利包括強積金，醫療保險和年假

Fringe benefits include Mandatory Provident Fund, Medical Insurance 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“Apply for Contract Administrative Assistant”，本會將通知合適的應徵者接受面試。
截止日期：**2020年10月28日**。

Interested individuals should send full Resume and Availability via email to our Chairmen, postmaster@korfball.org.hk on or before **28 October 2020** with subject of “Apply for Contract 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)