Under the auspices of the Sports Federation & Olympic Committee of Hong Kong, China, the Hong Kong Anti-Doping Committee (HKADC) is an organization responsible for planning and implementing the anti-doping programme in the territory. We are now looking for the right candidate to fill up the post of Administrative Assistant [Ref. AA(HKADC)] on contract basis, which is renewable subject to the prevailing condition.

Duties

The AA(HKADC) will mainly be responsible to:

(i) provide general administrative support to the HKADC office;
(ii) provide support to the testing and education programmes;
(iii) assist in preparing and handling office procurements, payments and contracts renewal;
(iv) maintain office databases and inventories; and
(v) organize and to maintain filing system including the filing and storage of confidential documents.

Requirements

Applicants should have

(i) a recognized university degree or higher diploma / associate degree in Sports/ Physical Education/ Recreation as one of the subjects studied;
(ii) a minimum of 1 year's working experience, preferably in sports sector or government;
(iii) good command of both written and spoken English and Chinese; and
(iv) good knowledge of and working experience in common computer applications.

All short-listed applicants will be invited to attend a written test. Successful candidate may be offered similar post of similar ranking in other divisions of the Federation.

Remuneration

Successful candidates 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 **18 July 2019**. Please mark [Ref.] on the envelope.

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 6 months.