



ANTI-DOPING ORGANIZATION OF HONG KONG, CHINA

Part-Time Casual Helpers

Anti-Doping Organization of Hong Kong, China is an organization responsible for preparing and implementing the anti-doping programmes in Hong Kong. We are currently seeking suitable candidates to be kept in a pool for future job allocation.

Working Hours: Occasional (including office hours and non-office hours)

Salary: HK\$71 per hour

Responsibilities:

- Preparation of event materials
- Acting as assistants during events
- Providing office clerical support
- Data entry or other computer tasks
- Proof-reading of printing materials
- Other duties assigned by seniors

Requirements:

- A valid permit to work in the Hong Kong SAR

Remarks:

- Please specify your availability (e.g., specific days, mornings/afternoons, weekends).
- Any special skills or qualifications are highly preferable.
- You will be informed if you are eligible to be placed in the pool.
- We will send email alerts for job opportunities that match the applicant's profile within the pool. Interested candidates should then apply for the jobs before the deadline.

Application:

If you are interested to join the pool, please fill in the **Post Application Form (Part-Time Casual Helper)** and send to hr@antidoping.hk, attention to **Deputy Manager - Human Resources, Anti-Doping Organization of Hong Kong, China**. Our staff will then contact you for confirmation and follow-up. All applications will be treated in the strictest confidence. Personal data provided will be used strictly in accordance with the Personal Data Policies.