



ADMINISTRATIVE ASSISTANT (Contract)

The Hong Kong Archery Association is looking for a higher caliber candidate in the following capacity:

Duties:

Reporting to the Executive Committee Members and Sports Executive, the Administrative Assistant will be responsible for the following duties:

- (a) undertake administrative and clerical duties in the NSA office;
- (b) organize and execute archery competitions and programmes of the Association;
- (c) provide secretarial support to the officer-bearers and executives of the NSA;
- (d) maintain proper filing and accounting records;
- (e) assist in accounting issues;
- (f) perform any other appropriate duties as assigned by EC and senior officers.

Requirements:

- minimum 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;
- post qualification experience in office administration work;
- sports event related experience will be an advantage;
- hands on PC knowledge, e.g. Word, Excel and Chinese Word Processing;
- mature, careful, detail-minded and independent;
- knowledge and experience in accounting will be an advantage;
- willing to work on irregular hours, Sundays and statutory holidays;
- willing to work outdoor.

We offer five-day work week and good fringe benefits package. Salary is commensurate with qualification and experience.

Applications:

Interested parties, please submit your resume with **present and expected salary** to the Chairman by email to recruit@archery.org.hk *on or before 28 May, 2020*

Remarks: This post is financially supported by the Leisure and Cultural Services Department.
(Data collected will be used for recruitment purpose only)