



## HONG KONG ARCHERY ASSOCIATION 香港射箭總會

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## Sports Executive 2

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 1, the Sports Executive 2 will be responsible for the following duties:

- manage all activities of the NSA office, including supervision and management of clerical staff, including both full-time and part-time;
- prepare and submit annual budgets and providing regular reports on income and expenditure;
- attend meetings of the Executive Committee and provide administrative support;
- ensure tidy and orderly up keeping of all the HKAA's records and publications;
- promote development of the sport discipline and arrange media publicity;
- liaise with the LCSD and other bodies on funding and other matters;
- maintain proper administration of the HKAA office;
- organise and execute the programmes approved by the Executive Committee of the NSA;
- assist in the preparation and implementation of the Two to Four-Year Development Plan of the NSA with a view to raising the standards and broadening the participation base of the sport discipline;
- ensure timely reporting and conscientious compliance with terms of the LCSD Subvention Agreement.

### Requirements:

- minimum an accredited Associate Degree from a Hong Kong tertiary institution/a Higher Diploma from a polytechnic university or polytechnic in Hong Kong or Hong Kong Institute of Vocational Education or equivalent;
- minimum 1-year experience in administrative duty and supervisory experience are preferred;
- experience in related fields are preferred;
- fluency in spoken and written English and Chinese, proficiency in Putonghua a definite advantage;
- initiative, proactive, self-motivated & outgoing;
- strong interpersonal and organizational skills;
- knowledge of accounting with strong computer skills;
- able to work irregular hours and perform under pressure;
- may be required to work on Sundays and statutory holidays;
- may be required to work outdoor.

We offer five-day work week and good fringe benefits package. This post is financially supported by the Leisure and Cultural Services Department. Salary will be \$22,457 or above, and it is commensurate with qualification and experience.

Interested parties, please submit your resume with **present and expected salary** to the Chairman by email to [recruit@archery.org.hk](mailto:recruit@archery.org.hk) on or before 6<sup>th</sup> November, 2018.

**Remarks: Data collected will be used for recruitment purpose only**