

The Hong Kong, China Rowing Association is now inviting applications for the following post: -

Recruitment Advertisement (08.08.2024)

Post: Assistant Sports Executive (Facilities Management) (Job Ref.: ASE)

Job Descriptions

1. Maintain the smooth operations of the Jockey Club Shatin Rowing Centre and Jockey Club Shek Mun Rowing Centre;
2. Maintain the cleanliness and tidiness of the Centres facilities, such as boathouse, changing room, control room, meeting room, store room, boathouses, roof, corridors, balcony, surrounding open area, hard-standing, pontoon etc.;
3. Ensure all required equipment are provided in good condition and in a well-organized way for all events & programmes;
4. Oversee the operations of the booking, computer and website system and liaise with service providers for data base back up service regularly;
5. Handle all relevant licenses and funding applications and renewal;
6. Provide office administration and secretarial support to the senior officers, including filing, answering enquiry phone call and equipment inventory etc.;
7. Provide support in HKCRA major events; and
8. To perform any other duties as assigned by the Supervisors.

Entry Requirements

1. Grade E/Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in the HKCEE, or Level 2 or above in five subjects including English and Chinese in Hong Kong Diploma of Secondary Education Examination, or equivalent; (*candidates who are expected to meet the entry requirement by the time of offer would be considered*);
2. Good communications and interpersonal skills;
3. Able to work independently, detail-minded, task prioritizing and effective time management;
4. Self-motivated, result-oriented with strong sense of responsibility and high team spirit;
5. Proficiency in MS Office applications and good command of spoken and written English and Chinese;
6. Fresh graduates are welcome;
7. Sports management, properties or facilities management experience is preferred; and
8. Immediate available is preferred.

We Offer

Salary range starting from HK\$17,606 per month, subject to experience and qualifications the HKCRA would offer competitive salary top-up and benefits. Benefits package including 5-day work, MPF, annual leave and medical insurance will be provided to the successful candidate. Interested party please apply in confidence with full resume, stating present and expected salary, and available date by email to: hkcra@rowing.org.hk (***Please mark "Job Application-ASE" on the e-mail header***)

This post is financially supported by the Leisure & Cultural Services Department

All applications will be treated in the strictest confidence. Data collected will be used for recruitment and other employment-related purposes only. All data will be destroyed 3 months after the completion of selection.