



中國香港柔道總會
THE JUDO ASSOCIATION OF HONG KONG, CHINA

Recruitment for the post of Sports Executive (SE)

Duties & Responsibilities:

- Manage all activities of the JAHKC office, including supervision of clerical staff;
- Prepare and submit annual budgets and providing regular report on income and expenditure;
- Attend meeting of the Executive Committee;
- Organize and execute the programmes approved by the Executive Committee.

Entry Requirements:

- University Graduate (Studied courses of Sports Management with experience of working in NSA is preferred)
- Fluency in spoken and written English and Chinese, knowledge of Mandarin.
- General computer knowledge and experience in MS excel and Word
- 2 years working experience

Working Hours:

- The conditioned working hours are 45 hours net per week.
- Appointed candidate is required to perform shifts duties work irregular hours and overtime (including on Saturdays, Sundays and Public Holidays). Actual working hours will be arranged by supervisors.

Salary: HKD26,722 (Financially supported by LCSD)

Fringe Benefits:

Annual leave 12 days, Birthday leave 1 day, Medical insurance

Application:

Apply in writing by 27 March 2023 with full resume to JAHKC via email to hr_hkjudo@yahoo.com.hk with subject of “Application for Sports Executive”