

## **Part-Time Administrative Staff for Woodball Association of Hong Kong, China**

### **Organizer**

#### **The Job**

- Provide administrative support;
- Work closely with the Elite Training Committee on elite programme development;
- Organizing competitions and events;
- Work closely with the Treasurer on financial matters;
- Perform any other duties as assigned.

#### **The Requirements:**

- Diploma or above with 1 year or above administration experience;
- Experience in accounting is preferable;
- Good command of both written and spoken English and Chinese;
- Proactive and independent;
- Proficiency in MS Office;
- Service may be on weekdays or weekends during normal or after office hours;
- Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.

#### **Salary**

HKD \$100 per hour, with a maximum of 518 hours from date of employment to 31<sup>st</sup> March 2026

#### **Application**

For application, please send resume to [recruitment@woodball.hk](mailto:recruitment@woodball.hk) on or before 31<sup>st</sup> August 2025.

For more information about us, please visit [www.woodball.hk](http://www.woodball.hk).

Data collected will be used for recruitment purposes only.

Applicants who are not invited for an interview within 7 days after deadline may consider their applications unsuccessful.

## **Official**

### **The Job**

- Work closely with the Elite Training Committee on elite programme development;
- Assisting the WAHKC Executive Committee on organizing events and competitions;
- Perform any other duties as assigned.

### **The Requirements:**

- Completion of Secondary 6 or above;
- Good communication skills;
- Proactive and independent;
- Proficiency in MS Office;
- Service may be on weekdays or weekends during normal or after office hours.
- Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.

### **Salary**

HKD \$80 per hour, with a maximum of 500 hours from date of employment to 31<sup>st</sup> March 2026

### **Application**

For application, please send resume to [recruitment@woodball.hk](mailto:recruitment@woodball.hk) on or before 31<sup>st</sup> August 2025.

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