



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

Application

For application, please send resume to recruitment@woodball.hk.

For more information about us, please visit www.woodball.hk.

Data collected will be used for recruitment purposes only.

Applicants who are not invited for an interview within 7 days after application 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

Application

For application, please send resume to recruitment@woodball.hk.

For more information about us, please visit www.woodball.hk.

Data collected will be used for recruitment purposes only.

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