The Gymnastics Association
of Hong Kong, China
中國香港體操總會
Room 1002, Olympic House, 1 Stadium Path,
So Kon Po, Causeway Bay, Hong Kong
香港銅鑼灣大球場徑一號奧運大樓1002室
電話：(852) 2504 8233　　傳真：(852) 2882 8590
網址：www.gahk.org.hk　　電郵：mail@gahk.org.hk

Affiliated to:
The Sports Federation &
Olympic Committee of Hong Kong, China
World Gymnastics
Asian Gymnastics Union
Pacific Alliance of National Gymnastic Federations
(Limited by Guarantee)

Administrative Assistant
(HK$18,134.00 per month)

Duties:

- Undertake administrative and clerical duties
- Maintain a proper filing and accounting records
- Provide secretarial support
- Supports ad hoc duties as assigned

Qualifications:

- Grade E / Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in HKCEE; or Level 2 or above in 5 subjects including English and Chinese in HKDSE, or equivalent
- Knowledge in Sports / Gymnastics and good command of English, Chinese & Putonghua will be a definite advantage
- Willing to working on weekend and Public Holidays

The above post is financially supported by the Leisure and Cultural Services Department.

Apply in writing or email with full resume and availability to assume duties to:

Hon Secretary
The Gymnastics Association of Hong Kong, China
Room 1002 Olympic House, 1 Stadium Path
So Kon Po, Causeway Bay, Hong Kong
Email address: hrdept@gahk.org.hk

(Deadline for submission of application: 19 November 2026)

