

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

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Affiliated to:

The Sports Federation &
Olympic Committee of Hong Kong, China
Fédération Internationale de Gymnastique
Asian Gymnastics Union
Pacific Alliance of National Gymnastic Federations
(Limited by Guarantee)

Sports Executive
(HK\$28,507.00 per month)

Duties:

- Assist supervisors to implement the development direction and policies formulated by the Executive Committee.
- Maintain close relationships with regional sports clubs and other organizations to promote and develop gymnastics in Hong Kong.
- Organize and execute sports-related programmes.
- Preparing and monitoring in the budget for activities.
- Coordinate all matters relevant to the development of sports activities, including training, selection, competition, coach recruitment and education.
- Supervise subordinate during daily operations and event management.
- Coordinate different meetings, such as the Executive Committee, Standing Committee, various Technical Committees and provide supporting services.
- To prepare the overseas competitions and communicate with those overseas gymnastics' organizations.
- Provide regular report and analysis to support decision making.
- Perform other ad-hoc tasks assigned by supervisors.

Qualifications:

- Post-secondary qualification with Sports/ PE/ Recreation as one of the subjects studied.
- Ability to work independently as well as collaboratively for teamwork.
- Strong communication, negotiation, and coordination skills.
- Fluent in both spoken and written English and Chinese.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and Adobe Photoshop.
- Minimum 2 years of relevant experience gained in renowned Sports Association / Private Clubs / Recreational Clubs / Hotels.
- Experienced in Gymnastics or/and knowledge in Information Technology would be an advantage.

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: 25 September 2026)

