

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

Fédération Internationale de Gymnastique

Asian Gymnastics Union

Pacific Alliance of National Gymnastic Federations

(Limited by Guarantee)

## Sports Executive (HK\$26,448.00 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;
- Preparing and monitoring in the budget for activities;
- Upload all the latest news on the website and to ensure that it will not be maliciously attacked on the Internet;
- 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: 24 May 2023)***

