



# HONG KONG LAWN BOWLS ASSOCIATION

## ADMINISTRATIVE ASSISTANT (CONTRACT)

### DUTIES

Reporting to the Sports Executive, the Administrative Assistant will be responsible for the following duties: -

- Undertake administrative and clerical duties
- Maintain proper filing and accounting records
- Provide secretarial support
- Perform any other duties as assigned by senior officers and/or other executive officers of the Association

### REQUIREMENTS

- Grade E / Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in Hong Kong Certificate of Education Examination or equivalent; or Level 2 or above in 5 subjects including English and Chinese in the Hong Kong Diploma of Secondary Education Examination or equivalent;
- Level II Bookkeeping & Accounts of London Chamber of Commerce and Industry (LCCI) or equivalent is preferable;
- Good command of both spoken and written English and Chinese. Ability to speak Putonghua would be an added advantage;
- Able to work independently and under pressure; and
- High level of computer literacy.

### APPLICATIONS

Please send full resume with current and expected salary, contact telephone number, email and postal addresses, and availability to assume duties to the **Honorary Secretary, Hong Kong Lawn Bowls Association, Room 2010, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong** or email: [admin@hklba.org](mailto:admin@hklba.org) **on or before 31 January, 2018.**

Appointment will be on a fixed term contract. General information is available at the website <http://www.hklba.org>.

All applications will be treated in the strict confidence. Applicants who are not invited for interview within six months may consider their applications unsuccessful.

Data collected will be used for recruitment and other employment-related purposes only.