



HONG KONG LAWN BOWLS ASSOCIATION

ADMINISTRATIVE ASSISTANT

Salary: \$14,829 per month

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
- Provide logistic support in major international and national bowling events

REQUIREMENTS

- Grade E 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, 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 **on or before 10 June, 2019.**

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

Applicants who are not invited for interview within six months may consider their applications unsuccessful.

This post is partly subvented by the LCSD.