



# HONG KONG LAWN BOWLS ASSOCIATION

## ADMINISTRATIVE ASSISTANT (PART TIME)

*Salary: \$74 per hour (3-4 days a week)*

### DUTIES

The Administrative Assistant (Part Time) will be responsible for the following duties: -

- Undertake administrative and clerical duties
- Maintain proper filing and accounting records
- Provide secretarial support

### 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;
- 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 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](mailto:admin@hklba.org) **on or before 30 June, 2020.**

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 two weeks may consider their applications unsuccessful.

This post is financially subvented by the Hong Kong Sports Institute.